

# April 2023

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**Welcome to this Health & Wellbeing Update which includes:**

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- *Promotional Campaigns for April*
- *Wellbeing & Resilience Virtual Workshops*
- *Staying active - workouts for you and your family*
- *Great Manchester Run 2023 #TeamMFT*
- *NHS 1000 miles challenge*
- *EHW Service Physiotherapy courses*
- *Guides to the Psychological Wellbeing & Mental Health Service*
  - *HRT Prescription Prepayment Certificate (PPC)*
- *Coaching for NHS Staff from Ethnic Minority Backgrounds*
- *Reservists Returning to work from a Deployment*
- *Diverse Abilities Staff Network*
- *Sustainability Team update*
- *Training and development opportunities*

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## Focus on - Stress Awareness

**April is National Stress Awareness Month**, an opportunity to raise awareness of the negative impact of stress. It's critical to recognise what stress and anxiety look like, take steps to build resilience, manage job stress and know where to go for help.

Why not book onto the brilliant awareness sessions taking place in April including -

- Stress and Sleep
- Understanding Stress
- Wellbeing & Resilience Workshops

All details on how to book are below and don't forget that there's an array of training and awareness opportunities for all MFT staff further down this update.

[Click to read more about stress in the Workplace.](#)

The screenshot shows a webpage for the Manchester University NHS Foundation Trust. At the top right is the NHS logo and the text 'Manchester University NHS Foundation Trust'. The main heading is 'Stress Awareness Month - April'. Below it, 'Upcoming events:' are listed. The first event is 'Stress & Sleep', described as understanding the relationship between stress and sleep, with a meeting on Friday 28th April from 9.30-11am. It includes a 'Link to join' and meeting details: Meeting ID: 347 816 296 064, Passcode: HnBLIS. The second event is 'Understanding Stress', described as exploring what stress is and how to manage it, with sessions on 3rd April 2023, 1-4pm or 20th April 2023, 1-4pm, booked via the Learning Hub. To the right is a circular graphic titled 'Employee Health and Wellbeing Services' with various icons representing different services. At the bottom is a footer with the text 'Employee Health and Wellbeing Services', 'We look after each other', and a list of service areas: Leadership & Culture, Values & Behaviours, Equality, Diversity & Inclusion, Communication, COVID-19 Response & Recovery, MFT Strategic Projects, and Clinical Services Strategy.

1 - [Click to download](#)

### What is stress?

# SIGNS OF STRESS

We all experience stress differently in different situations. Sometimes you might be able to tell right away when you're feeling under stress, but other times you might keep going without recognising the signs. Stress can affect you both emotionally and physically, and it can affect the way you behave. (Mind,2017)

<p><b>Emotional:</b></p> <ul style="list-style-type: none"> <li>• irritable, aggressive, impatient or wound up</li> <li>• over-burdened</li> <li>• anxious, nervous or afraid</li> <li>• like your thoughts are racing and you can't switch off</li> <li>• unable to enjoy yourself</li> <li>• depressed</li> <li>• uninterested in life</li> <li>• like you've lost your sense of humour</li> <li>• a sense of dread</li> <li>• worried about your health</li> <li>• neglected or lonely</li> </ul>	<p><b>Behavioural:</b></p> <ul style="list-style-type: none"> <li>• finding it hard to make decisions</li> <li>• constantly worrying</li> <li>• avoiding situations that are troubling you</li> <li>• snapping at people</li> <li>• biting your nails</li> <li>• picking at your skin</li> <li>• unable to concentrate</li> <li>• eating too much or too little</li> <li>• smoking or drinking alcohol more than usual</li> <li>• restless, like you can't sit still</li> <li>• being tearful or crying</li> </ul>
<p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>• shallow breathing or hyperventilating</li> <li>• you might have a panic attack</li> <li>• muscle tension</li> <li>• blurred eyesight or sore eyes</li> <li>• problems getting to sleep, staying asleep or having nightmares</li> <li>• sexual problems, such as losing interest in sex or being unable to enjoy sex</li> <li>• tired all the time</li> <li>• grinding your teeth or clenching your jaw</li> <li>• headaches</li> <li>• chest pains</li> <li>• high blood pressure</li> <li>• indigestion or heartburn</li> <li>• constipation or diarrhoea</li> <li>• feeling sick, dizzy or fainting</li> </ul>	

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International Wellbeing Insights  
Health, Leisure & Wellbeing
Stress Management Society  
from distress to de-stress

2 - [Click here to download a pdf](#)

## Free Wellbeing Apps

NHS staff have been given free access to a number of wellbeing apps to support with their mental health and wellbeing.

**Headspace** is a science-backed app in mindfulness and meditation, providing unique tools and resources to help reduce stress, build resilience, and aid better sleep. They have now extended their free offer to all NHS staff until 31 December 2023.

**Unmind** is a mental health platform that empowers staff to proactively improve their mental wellbeing. Using scientifically backed assessments, tools and training you can measure and manage your personal mental health needs, including digital programmes designed to help with stress, sleep, coping, connection, fulfilment and nutrition. They have now extended their free offer to NHS staff until 31 December 2023.

[Click to view](#) the selection of apps on offer and register using your NHS or .net email accounts.

## MFT Wellbeing & Resilience Virtual Workshops

*Feeling frazzled? Why not join one a 2-hour, virtual Wellbeing and Resilience Workshop, delivered by Bailey and French.*

*The workshop aims to equip people with the knowledge and resources to be able to respond to, and cope with stress. It aims to develop awareness of one's own emotions, and an understanding of the impact they have on others, and the ability to manage this more effectively.*

*These workshops are open to all staff.*

*To book onto one of the 3 dates available [click this link](#) or search 'resilience' on the new Learning Hub.*

Download the [poster](#), or click through the cards to find out more about the sessions.



The poster is for a virtual workshop. At the top right is the Manchester University NHS Foundation Trust logo. The title 'Bailey & French.' is in orange, followed by 'MFT WELLBEING & RESILIENCE VIRTUAL WORKSHOP' in white. A large white box in the center contains the text 'BOOKING OPEN NOW' and a description of the partnership with Bailey & French. Below this are three dates and times: '19th April: 9:30 - 11:30', '25th April: 13:00 - 15:00', and '28th April: 13:00 - 15:00'. To the right of these is a circular graphic with the text 'All Here for You' in the center, surrounded by six smaller circles with the following text: 'We want to work here' (blue), 'We can shape the future' (pink), 'We look after each other' (orange), 'We feel valued and heard' (light blue), 'We are supported to be our best' (green), and 'Together we can' (grey). Below the main text area is a section titled 'Included in the Workshop:' with a list of five bullet points: '• Ways to boost Resilience', '• Reframing Stress', '• Increase Team Morale and Wellbeing', '• Discover techniques that suit you', and '• Increase Team Morale and Wellbeing' (repeated).

3 - [Click here to download](#)



### Learning Outcomes

- To become aware of the impact positive and negative emotions have at work
- To understand the connection between stress, emotional intelligence, and resilience.
- To learn techniques to build resilience and foster high quality connections, understanding the impact this has on performance and wellbeing.
- Have a good understanding of all the support available within MFT, Greater Manchester and Nationally.



### Who is the programme for?

The programme is designed for all levels and roles in MFT.

The 2-hour workshop will be delivered virtually using Microsoft Teams. We will bring together all staff members across MFT to broaden your understanding of wellbeing and resilience and to enable you to build networks outside of your usual workplace.

### What is the cost?

The programme has been funded by MFT, so there is no charge to your local budget.

### How do I book a place?

Please speak to your manager before booking a place. You can book your place on the learning hub by clicking on the book now icon. If you have any queries, please e-mail [lead@mft.nhs.uk](mailto:lead@mft.nhs.uk)

BOOK NOW



**MFT Wellbeing & Resilience**  
**Bailey & French.**  
 Together, with Bailey & French, we are humanising the world of work.



#### About the Facilitator:



Josie Jacobs

Bailey &amp; French

josie.jacobs@baileyandfrench.com

- Josie is a highly engaging and experienced facilitator, having delivered programmes across a diverse range of sectors from the NHS to professional services.
- With a background in advertising and marketing, followed by a career and research in the field of wellbeing and resilience, she brings a disciplined yet personable approach.
- Following a Masters of Science in Positive psychology, Josie has delivered wellbeing and resilience programmes. Josie is an expert in resilience and is currently researching for a PhD in this field.
- As an individual, Josie is warm, compassionate and has a wonderful positive energy that is highly infectious!

#### Why does Wellbeing & Resilience Matter?

44 per cent of staff report feeling unwell as the result of work-related stress (up from 40 per cent in 2019).

The NHS has been identified as having a higher than average level of stress-related sickness absence of all job sectors across the country.

We are the NHS: People Plan focuses on 'looking after our people' to ensure people are safe and healthy at work, prioritising the wellbeing of NHS staff to deliver safe and high-quality patient care.

Stress, alongside anxiety and other psychiatric illnesses, is consistently the most reported reason for sickness absence in the NHS, accounting for over 511,000 full time equivalent days lost (NHS Digital Statistics, 2020) and so it is essential that NHS provider organisations are well informed and equipped to support those experiencing stress.



April is National Stress Awareness Month to raise awareness of the negative impact of stress. There is no single definition for stress, but the most common explanation is physical, mental, or emotional strain or tension.

Stress is a significant cause of mental and physical ill-health, and work-related stress is an issue in health & social care. Working in the NHS and MFT is rewarding – we know we make a positive difference to our patients – However it's also inherently stressful.

Research states that stress can contribute to errors and misjudgements, low morale, sickness absence, burnout and high staff turnover – which all undermine quality care and support we give to each other.

Looking after your wellbeing and resilience will help you and our workforce to manage stressful situations, protect you from mental health issues and improve your health and wellbeing.

At MFT, this ensures that you can continue to do your job well and deliver high-quality care and support to colleagues and patients alike.

People who are resilient benefit from better:

- Job satisfaction.
- Personal development including greater self-awareness.
- Better understanding of others and good self-management skills.
- Decision making skills.
- Improved performance and quality.
- Team morale and team working.
- Retention & sickness rates.

All of this ensures that people receive the high-quality care and support that they need and deserve. So look after yourself and book onto our MFT Wellbeing and Resilience Workshops in April 2023

## April Promotional Campaigns

### Bowel Cancer Awareness Month

- Take the #KnowTheHigh5 Quiz
- Sign up to Active April or
- Book onto one of the FREE awareness talks at [Bowel Cancer UK](#)

Throughout April look out for The Colorectal Cancer Teams as they'll be facilitating awareness stands at MRI and Wythenshawe.

## Symptoms of bowel cancer

Bowel cancer is a broad term for cancer that begins in the large bowel, which is made up of the colon and rectum. Bowel cancer is more common in people over the age of 50, but it can affect anyone of any age.

### Symptoms of bowel cancer can include:

- Bleeding from your bottom and/or blood in your poo
- A persistent and unexplained change in bowel habit
- Unexplained weight loss
- Extreme tiredness for no obvious reason
- A pain or lump in your tummy

It's important to know that most people with these symptoms don't have bowel cancer. Other health problems can cause similar symptoms. But if you have **any** of these or if things just don't feel right, [go to see your GP](#).

You may be worried about what you should do if you have any of these symptoms. Knowing the symptoms and acting on them quickly is the best way to help. If you do have bowel cancer, it may be diagnosed earlier when it's much easier to treat. People whose cancer is diagnosed at an early stage have a much higher chance of successful treatment than those whose cancer has become more widespread.

Don't be embarrassed and don't ignore any symptoms. Doctors are used to seeing lots of people with bowel problems.

[Visiting your GP](#)

### Knowing the symptoms of bowel cancer could save your life

 Bleeding from your bottom and/or blood in your poo

 A persistent and unexplained change in bowel habit

 Unexplained weight loss

 Extreme tiredness for no obvious reason

 A pain or lump in your tummy

If you have any concerns or if things just don't feel right, go and see your doctor.

4 - [Click to download](#)

## On Your Feet Britain

Thursday 27 April – Join 2 million other **desk-based workers** across Britain participate in a variety of fun and simple activities to **#SitLess** and **#MoveMore** at work. Why not try to

- *take regular breaks from your computer, stand up, stretch and walk around your office or workplace.*
- *Make – and take - phone calls standing up.*
- *Hold standing or walking meetings.*
- *Agree that any speaker must stand during meetings.*
- *Organise a lunchtime walk. Walk to work, walk before work, or get off public transport a few stops earlier and walk the rest of the way. Park your car further away so you are forced to walk the final stretch.*

[Click to find out more](#) about the campaign.

Try out these gentle sitting exercises which can be done at work or home

- [flexibility exercises](#)

- [balance exercises](#)

- *strength exercises*

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## Staying Active

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### *EHW Staying Active Intranet Page*

*The Staying Active page contains information, guidance and resources for you and your family to keep active including free exercise classes and workouts including -*

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- *The Body Coach App*

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*To say a little thank you, Joe Wicks wants to offer all NHS employees free access to The Body Coach App for three months.*

*Regular exercise and eating nutritious meals can provide huge benefits for our physical and mental health, and through giving free app access to NHS employees, he hopes he can help us to improve our health and happiness, while we're working hard to support others.*

*Complete [this form](#) using your registered NHS.net or NHS.uk email address*

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- *#DoingOurBit Free physical and mental wellbeing sessions for frontline workers*

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*#DoingOurBit is the largest free platform of its kind. Offering externally verified sessions from leading professionals across fitness, wellness, mental health and nutrition - with #DoingOurBit you can be assured each session has the highest level of safety, integrity and quality.*

[CLICK to register](#)

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*Great Manchester 10k #TeamMFT*

*Join the #TeamMFT 'Blue Wave'*

*It's back and this year it's bigger and better than ever as we're also celebrating the 75th birthday of the NHS!*

*You can run, jog, walk or use a wheelchair - it's all about getting together with colleagues, having some fun and boosting your health and wellbeing!*

*Find out more by visiting the MFT Intranet or by [clicking here](#)*



### **Join the NHS 1000 miles challenge**

Looking for an exciting challenge?

Why not join the NHS 1000-mile challenge and commit to walk, run, swim or cycle 1,000 miles during 2023?

The NHS's 75th birthday will take place on 5 July 2023 and people across the country are being asked to join the NHS1000 mile challenge to mark the occasion.

### **Click through the cards for more information**

Those taking part are encouraged to walk, run, swim or cycle (or a combination) a distance of 1,000 miles in the year. That's an average of 2.74 miles per day.

Participants are asked to keep a record of their weekly miles and are invited to share their progress on Twitter on Sunday nights at 7.30pm using the hashtag [#NHS1000miles](#).

As well as being a great way to mark the birthday, physical activity is good for your body and mind. Adults should aim to be active every day. Some is good – more is better still. Exercise can: improve your sleep; clear your mind; and boost your energy.

It's completely free to take part in NHS1000miles. However, participants might want to get sponsored to complete their 1,000.

## How can I join?

1. Work out how you want to complete your miles ... and how many you'll need to do each day/week/month
2. Track your miles through this [dedicated spreadsheet](#) or join the [Strava group](#)
3. If you want to, why not set up a [JustGiving page](#) and get sponsored
4. Share your weekly mileage at the Twitter 'check-in' – Sundays, 7.30pm (use/search the hashtag [#NHS1000miles](#))

## Get exercise ready!

You can get more information about the benefits of exercise – and tips for being more active – on the [NHS website](#). A good way start could be '[NHS Couch to 5K](#)'. You could also take part in your [local parkrun](#) – run, walk or volunteer!

Good luck with your NHS1000 mile challenge!

## EHW Service Physiotherapy courses

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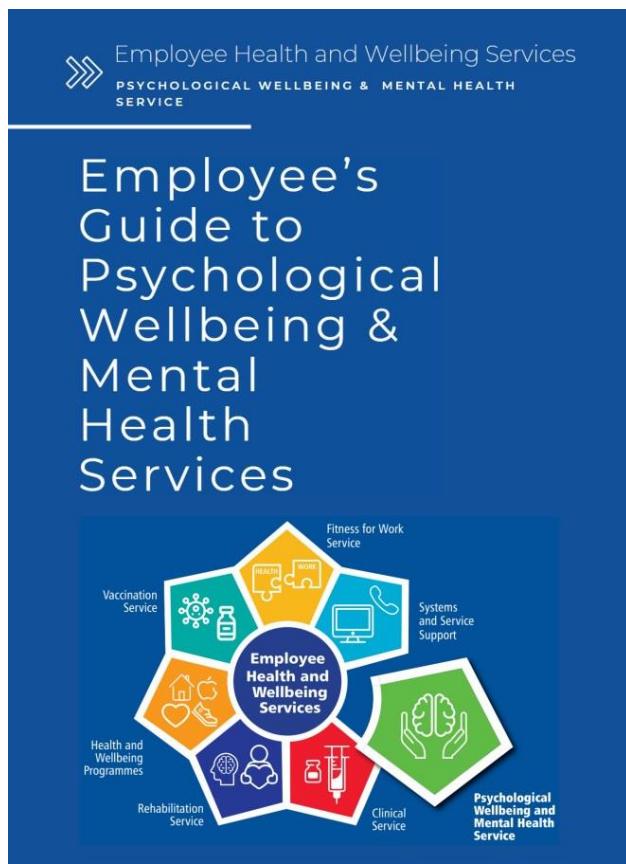
*The EHW Service Musculoskeletal Team are offering 2 new physiotherapy led courses*

1. *The Back Care Workshop provides an introduction into common back conditions, education on back care, myth busting as well as an exercise session [click here](#) to find out more.*
2. *Yoga for Healthy Backs includes 4 sessions over 4 weeks for staff who experience aches/pains and are currently inactive but would like to change this. Come join us in this gentle style of movement to relieve stress, increase flexibility, reduce muscle tension and improve energy levels [click here](#) to find out more.*

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## Guides to the Psychological Wellbeing and Mental Health Service



*The Psychological Wellbeing and Mental Health Team is a specialist team of mental health professionals within The Employee Health and Wellbeing Service (EHW). They aim to promote the psychological wellbeing and mental health of MFT employees through the provision of a range of preventative ill-health interventions.*

[Click to download the Employee's Guide](#)

[Click to download the Manager's Guide](#)

## HRT Prescription Prepayment Certificate (PPC)

*HRT PPC available from 1 April 2023*

On 1 April 2023, a new Prescription Prepayment Certificate (PPC) will be introduced to reduce the cost of hormone replacement therapy (HRT). If you are prescribed HRT, check if an HRT PPC will be more suitable for you. It covers an unlimited number of listed HRT medicines.

Find more information on the [Hormone Replacement Therapy Prescription Prepayment Certificate page](#).

A PPC could save you money if you pay for your NHS prescriptions.

The certificate covers all your NHS prescriptions for a set price. You will save money if you need more than 3 items in 3 months, or 11 items in 12 months.

The prescription charge in England is £9.35 per item (£9.65 from 1 April). A PPC costs:

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- £30.25 for 3 months (£31.25 from 1 April)
- £108.10 for 12 months (£111.60 from 1 April)

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Before buying a PPC, check if you're entitled to free NHS prescriptions and other help with health costs using our [eligibility checker](#).

[Buy a PPC](#)

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## Coaching for NHS Staff from Ethnic Minority Backgrounds



As part of the national health and wellbeing programme for NHS people, and working in collaboration with our staff networks, NHS England have developed a number of bespoke support offers for our diverse colleagues.

*These include:*

- *Looking After You Too; a one-to-one wellbeing support offer*
- *Spiritual and faith based counselling*
- *Strengths Coaching*

*To book a coaching session follow [this link](#)*

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## **Reservists Returning to work from a Deployment**

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*If you are a line manager and have an employee returning to work from a deployment as a reservist within the UK Armed Forces, it is important to be prepared on what your responsibilities are as a line manager.*

**For Managers: Reservists Returning to work from a Deployment**

*If you are a reservist and you are returning to work from a deployment, here are some guides to support your adjustment back to work.*

**Reservists Returning From Deployment**

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## **Diverse Abilities Staff Network**

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*The Diverse Abilities Staff Network (DAN) exists to provide a network of support and inclusion for employees with various disabilities. They work with the Trust to help improve how it's disabled employees are cared for, and can provide support or signposting through regular 'Safe Space' meetings that allow employees to talk about how they are feeling, let off steam or support each other with advice from lived experiences or signposting.*

*The network be found on the intranet [here](#) (or search for Diverse Abilities Staff Network) where you can complete a short form to join or you can email [DiverseAbilities.Network@mft.nhs.uk](mailto:DiverseAbilities.Network@mft.nhs.uk) with specific questions or requests for support/signposting*

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## Sustainability



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### *Green Rewards - Get ideas and inspiration for saving money and energy*

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MFT's [Working Together, Saving Together](#) campaign is continuing to support staff to save money through energy saving ideas at home and at work. 13,000 actions have been recorded so far, with £600 of prizes awarded to participants through monthly prize draws.

Every month 10 x £20 shopping voucher prizes are available for participants and a group prize of £500 towards a wellbeing initiative for the department with the highest overall engagement by the end of the campaign in April. This team prize could go towards any existing wellbeing initiatives or could be something new, like new facilities for a staff break room or outdoor space, or funding a wellbeing event for your team.

There is all to play for with 4 weeks remaining in the campaign. The current leader board for the team prize looks like this:

**1st - Genetic Medicine at CSS/Research and Innovation**

**2nd place - Children's Citywide Community Health Services at Local Care Organisation**

**3rd place - Group Charities and Appeals**

[Sign up today](#) and contribute to our campaign target. You can also log your actions through the programme app – just search for 'Manchester Green Rewards' in the App store or Google play store.



5 - RMCH Love Your Garden

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**RMCH 'Love your Garden' volunteer session – Wed 19th April, 9am - 1pm**

*To support the next stage of enhancing the RMCH garden, the MFT Estates and Facilities team have organised another garden maintenance session. They are looking for volunteers to give as much or as little time as they can afford to make a big improvement to this green space. All tools and plants will be provided. If you could help for even a short time on the day, please contact [irena.tucker@mft.nhs.uk](mailto:irena.tucker@mft.nhs.uk) to express your interest.*

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## What's On - April

**Employee Health and Wellbeing Services**  
We look after each other

**What's On – April 2023**

**EHW Physio Events**

**On Your Feet Britain**

**EHW Training and Events**  
\*book via Learning Hub

**GMICP Events**

**Stress Awareness Month**

**Greater Manchester Integrated Care Partnership**

**Promotional Event**

**Menopause Awareness Sessions**

April is National Stress Awareness Month to raise awareness of the negative impact of stress. It's critical to recognize what stress and anxiety look like, take steps to build resilience and manage job stress, and know where to go for help. For more information book onto our Understanding Stress course 3rd April, 1-4pm

**Leadership & Culture - Values**

**Inclusion - Communication**

6 - [Click to download pdf.](#)

## EHW Services Training and Events

### Health and Wellbeing Champion Training

Join over 350 colleagues from across the Trust and train to become a Health and Wellbeing Champion for your team. Understand the health and wellbeing priorities for Greater Manchester and the huge array of support available both from the Employee Health and Wellbeing Service, regionally and nationally.

The training lasts 1.5 hours and is delivered via MS Teams. To apply and book onto a session please [click here](#) or search 'champions' on the Learning Hub.

[Find out more about the Champion role here.](#)

[Click through the cards to view more training opportunities](#)

### Employee Health and Wellbeing Leadership Course - For managers and leaders

This full day course will help you to create the essential building blocks of a positive health and wellbeing culture for your team. Find out more about the course [here](#).

Next course dates -

[Wednesday 12th April, 9.00 - 16.00](#)

*Friday 21st April, 9.00 - 16.00*

*To book on to a [click here](#)*

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### **Menopause Awareness Sessions**

We want everyone to feel comfortable talking about menopause, never feeling that the subject is taboo or off limits.

Upcoming training dates:

- 5th April 2023, 10am till 11am
- 27th April 2023, 12pm till 1pm

To book your space [click here](#).

### **Wellbeing Conversations**

Health and Wellbeing conversations are intended to be regular, supportive, coaching-style one to one conversations that focus on wellbeing of our colleagues. For more information [click here](#)

Upcoming training dates:

- 14th April 2023, 1pm till 3.45pm
- 23rd May 2023, 9am till 11.45am

To book or see future dates, [click here](#)

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### ***Psychological Wellbeing and Mental Health Training:***

*For more information on all courses and dates, please [click here](#) to go to the Learning Hub*

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- *Understanding Stress - 03/04/2023 and 20/04/2023*
- *Understanding and Developing Resilience - 05/04/23*
- *CBT: Thinking Resiliently - 11/04/2023 and 25/04/2023*
  - *Mental Health in the workplace - 25/04/2023*
  - *REACT Training - 04/04/2023 and 19/04/2023*

- *Managing Anxiety - 17/04/2023*
- *Suicide Awareness & Prevention - 13/04/2023*

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### ***Mental Health First Aid Training***

*Learn how to start a supportive conversation with a colleague who may be experiencing emotional distress or a mental health issue and how to signpost them to the appropriate support. Apply and book for the two days training by emailing [EHW.MHFA@mft.nhs.uk](mailto:EHW.MHFA@mft.nhs.uk).*

#### *Upcoming training date*

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- *22/05/2023 and 23/05/2023*

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*New dates are added regularly.*

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### **Schwartz Rounds**

Schwartz Rounds are a multidisciplinary forum for staff to come together to discuss and reflect on the emotional and social challenges associated with working in healthcare. Sessions provide a confidential space to reflect on and share experiences.

#### **ORC Schwartz Round**

Thursday 20th April

12.30 - 1.30pm

Seminar rooms A & B, 5th floor RMCH

Click to [download the poster](#)

### **GM Wellbeing Training**

Have you accessed the free training delivered by GM Health and Social Care?

Topics include Menopause & Mindfulness, Musculoskeletal Prevention, Money & Wellbeing. Free for all MFT staff to attend.

**Tuesday 4th April** [Psychology of Burnout](#)

**Wednesday 26th April [How to Navigate Uncertainty](#)**

**Thursday 27th April [Insight into ... Menopause Awareness for Peer Support](#)**

**Friday 28th April [Looking After Yourself & Your Teams - GM Wellbeing Workshop](#)**

**From 26th April - 14th June Online [Mindfulness Practice: drop-in session](#)**

Click this [EVENTBRITE](#) link for more information

## **From the Health & Wellbeing Programmes Team**

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*To view all our Health and Wellbeing Programmes and support available, and to find out more about the Employee Health & Wellbeing Service [click here](#).*

*Please email [HW.Programmes@mft.nhs.uk](mailto:HW.Programmes@mft.nhs.uk) to receive this update each month*

*You can download a printable version of the update [here](#).*

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