



Shetland NHS Board

News Release

[Title]

[Body of release – Arial 12, 1.5 line spacing]

Ends

NOTES TO NEWS EDITORS

1. [Any additional information useful to agencies]

-

2. For further information during office hours please contact the Communications Team on 0300 3657167 (Monday to Friday 8.45-17.15).

In the event of an emergency when the office is closed, please contact the Gilbert Bain Hospital Switchboard on 01595 743000 and ask to speak with the senior manager on call. Please remember that staff are only on call out of hours for emergencies, and this does not include routine media enquiries.

[To be deleted at point of distribution:]

In normal working hours all draft press releases need sending to shet.communications@nhs.scot for onwards distribution. In an emergency outside of routine working hours the senior manager on call should consider the following communication routes:

- news@shetnews.co.uk
- editorial@shetlandtimes.co.uk
- news@sibc.co.uk
- radio.shetland@bbc.co.uk
- Also consider NHS Shetland Facebook/Twitter/Instagram accounts – access 8am – 8pm through the Communications team by calling 0300 3657167]

Carolyn Hand, Corporate Services Manager

September 2023