

**Palliative Care Practice Development Steering Group**

**Minutes of Meeting held on**

**Wednesday 7th June 2017**

**10.00 am – 12.00 pm**

**WS201 Beatson WOS Cancer Centre**

Present: Shirley Byron (SB) (Co-Chair), Patricia O’Gorman (PO’G) (Co-Chair), Paul Corrigan (PC), Susanne Gray (SG), Christina Hamill (CH), Russell Jones (RJ), Karen Mackay (KMcK), Lynn McKendrick (LMcK), Euan Paterson (EP), Claire O’Neill CO’N), Graham Whyte, Richard Kitchen, Susan Addie, Una Gildea.

Apologies: Margaret Fitzpatrick, Elaine Stevens, Lesley Jackson, Bridget Johnston, Jennifer Pennycook, Jane Miller, Tara Collidge, Helen Pickering, Sharon Pettigrew, Les Mc Queen, Susan Jackson, Margaret Connolly, Deirdre Moriarty, Rachel Thomas.

In Attendance:

Minutes:

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| **1** | **Welcome and Introductions**  Shirley and Patricia welcomed everyone to the meeting and introductions were made around the table. |
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| **2** | **Minutes of Previous Meeting**  The minutes of the previous meeting held on the 1st March 2017 were agreed. |
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| **3** | **Action Points from Previous Meeting**   * On behalf of the PCPDSG Jane Edgecombe as co-chair of the Palliative care Acute Group had requested further medical input to the PCPDSG. Richard Kitchen, Palliative Care Consultant, Ardgowan hospice will now share attendance with Graham Whyte Palliative Care Consultant, Marie Curie. |
| **4** | **NES Education Framework**  CO’N discussed the background to the Palliative and End of Life Care Education Framework developed by NES and the Scottish Social Service Council aimed towards all health and social care staff. Claire also discussed the meeting that she had had recently with Elizabeth Sanchez-Vivar and nursing colleagues from both Acute and Primary Care. At that meeting Elizabeth explained that although the NES project was funded for 2 years there was no money available for implementation of the Framework. The Education Framework is not role based or about qualifications but about the level of engagement people have with individuals they come in to contact with in their daily work.  This led to further group discussion regarding whether medical staff and GPs could use this framework. RK stated that the Clyde Palliative Care Physicians would need to meet with the University medical school to see if the framework suited their needs. EP commented that he thought the framework included medical staff as it had come from the National Advisory Group (NAG). Euan also commented on the difficulties of trying to align the different domains of the Education Framework to different health and social care professionals. LMcK highlighted the topic of Child Protection, as an example of how difficult this would be to align for the large staff groups in the N/W.  It was agreed to invite Elizabeth Sanchez-Vivar to the next PCPDSG meeting to discuss the issues raised and seek clarification on them. The group were asked to read the Education Framework document prior to this. |
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|  | **Action – all group members.** |
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| **5** | **Palliative Care Online Information**  Business cards with the [www.palliativecareggc.org.uk](http://www.palliativecareggc.org.uk) address have been reprinted and supplies can be obtained by emailing Paul Corrigan.  Due to the recent NHS cyber security issues, some website addresses are being restricted when sent by email. This has affected [www.palliativecareggc.org.uk](http://www.palliativecareggc.org.uk) and other websites such as healthcareimprovementscotland, www.palliativecarescotland.org.uk, www.ggcmedicines.org.uk. The local IT email team have now removed the restriction when sharing the palliative care website link between ‘@ggc.scot.nhs.uk ‘email accounts. It is expected that national IT will fix this soon for other nhs email address (including ‘@nhs.net’) and all local authority email address.  Work continues with Jackie Mearns on a template to capture palliative care education beign delivered across NHSGGC by acute pallcare PD staff, the Macmillan nurse facilitators and HPCTs. It may also be possible to match this education to the 5 domains in the NES Palliative Care Learning Framework.  New bereavement training has been added to website and links were recently updated in a palliative care medical induction module. Links to a new T34 Learnpro module will be added when it is complete.  Testing of the Professional area of [www.palliativecareggc.org.uk](http://www.palliativecareggc.org.uk) is continuing in order to improve access to key palliative care resources. If any members can assist by providing staff to take part please contact Paul Corrigan. |
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| **6** | **SC admin by carers**  Prior to the PCPDSG meeting, a link was provided by Elayne Harris, Macmillan Lead Pharmacist for Palliative Care for group members to read and comment on the policy developed by NHS Grampian on Guidance on Patient and Informal Carer Administration of Subcutaneous Medication. SA discussed the policy in more detail and asked the group that if they had further comments on the document to feedback to Elayne. Elaine Stevens, University West of Scotland had commented by e-mail that although this was an interesting move forward, training of carers would have to be robust to ensure safety. |
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| **7** | **A.O.C.B**   * RJ discussed the issue of Emergency Marriage for people at end of life. Although this is uncommon, Russell has encountered this on a few occasions while working at the Beatson. This led to discussion on the relationship status of the people involved in this request and what may happen with property and finances. The group were asked to consider how this could be included in Anticipatory care planning or the MTA&MP communication tool.   **Action – all group members**   * EP discussed the launch of National ACP project (My Anticipatory Care Plan). Many group members were not aware of this document or launch. This will be discussed at the next meeting. * Palliative Care Network Group (PCNG)   This group is simply a communication web which will link organisations, groups, people and individuals involved in the provision of palliative care. The first meeting of this group is will be held in August. |
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|  | **Date of 2017 Meetings:**  Wednesday 1st March, 7th June, 30th August and 22nd November 2017 10am -12md,  Room WS301, Beaston West of Scotland Cancer Centre. |