MCN Actions August 15

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| Action | Responsibility  | Outcome |
| Sub group templates 1w prior to MCN | All |  |
| Revise update template | PC | Possible move to web form |
| Contact AH re organisational structure | EP | JK will talk to this at MCN |
| Organisational chart  | CD | Circulated – awaiting updated version |
| AH re lead clinician | EP | Yes but not finalised |
| Sub groups to send membership | SG chairs | Part of SG reports |
| Status of consultant group | JE | Informal/unclear (PK?) |
| Scottish Hospices Group | PC | MCN Communications Sub Group to seek further information through SPPC |
| Communication with NAG | EP | Janice Birrell committed to adding NAG papers to Scottish Government website. Awaiting link to publish on palliative care website. |
| Hospice referral forms | All | Hospice referral information linked through Palliative Care website and StaffNet Palliative Care folder. <http://www.palliativecareggc.org.uk/?page_id=57> |
| Web feedback | All | Feedback received on missing links and additional content required. Updates ongoing.  |
| Patient/carer involvement template to MCN reps | CD | Completed  |
| Above returned to CD | All | Due back 27th November |
| ED patient/carer survey / Ellice Morrison | EP | To commence Jan 16 |