**NHSGGC Bereavement Steering Group**

 ****

**6th June 2017**

**Action Points**

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| **Action** | **Leads** | **Timeframe for completion** |
| 1. | **CRUSE Annual Report**CRUSE – M Magennis to contact T Elrick to request a more comprehensive NHSGGC Annual Activity Report for 2016/17. | M Magennis/ T Elrick | Draft report completed, circulated to the group for comments with final version presented at the Steering Group meeting on the **12th October 17.** |
| 2. | **Signposting to Services**M Magennis to liaise with P Corrigan to design an information card signposting NHSGGC carers and families to bereavement support services. | M Magennis/ P Corrigan | Draft completed, circulated to the group for comments with final version presented at the Steering Group meeting on the **12th October 17.** |
| 3. | **Views of Care**Copy of cover letter and questionnaire used in the Views of Care pilot to be forwarded to L King (Palliative Care Sister, West Dun) and F Mc Comb (Midwife, PRM) for potential implementation within their services. | C O’ Neill | **w/b 12th June 17** |
| 4. | **Communication Training*** Chaplaincy Lead to provide information to Karen Gormal on communication training provided by the service.
* F Mc Comb to forward details of the bereavement training provided to Maternity Services from external agencies/charities to P Corrigan for inclusion on the website.
* M Magennis to contact Anne Todd (Inequalities Team) to request details of training that she provides which has a focus on communication skills – forward to K Gormal for inclusion into the training matrix.
* L King to contact C Campbell to arrange bereavement training for staff within the new ‘Superhome’ when it opens (circa August 2017)
 | C CampbellF Mc CombM MagennisL King | **w/b 12th June 17****w/b 12th June 17****w/b 12th June 17****August 2017** |
| 5. | **Palliative Care Website*** P Corrigan to set up an NHSGGC Bereavement Steering Group section on the website.
* M Magennis to forward all minutes of meetings to date and a copy of the Bereavement Training Scoping Exercise for inclusion.
 | P CorriganM Magennis | Ongoing from **6th June 17.** |
| 6. | **Bereavement Bags Pilot*** C Mc Neill to contact Elaine Gray (Procurement Manager) to check the quantity of bereavement bags that can be ordered through PCOS and also the options for wards to fund this resource on an ongoing basis.
* M Magennis to forward Endowment Proposal Forms to C Mc Neill.
* C Mc Neill to scope possibilities for involving auxillaries and volunteer coordinators to support wards with the preparation of bereavement bags with Margaret Young (Lead for the Volunteer Service).
* P Corrigan to link with Professor B Johnston re posting a photograph of the bereavement bags on her twitter account?
 | C O’ NeillM MagennisC O’ NeillP Corrigan | Update presented at the Steering Group meeting on the **12th October 17.** |
| 7. | **Policy Updates*** E O’ Donnell to forward a draft copy of the updated NHSGGC Bereavement Policy to Professor B Johnston for review.
* Professor B Johnston to review and circulate the draft policy to the wider group for comment.
* The NHSGGC Board Nurse Director advised that the review of the Deaths in Hospital Policy should be undertaken by the medical directorate with appropriate MDT input.
 | E O’ DonnellProfessor B JohnstonM Magennis | Draft policy circulated to the group for comments with final version presented at the Steering Group meeting on the **12th October 17.**Communication circulated to the Board Medical Director **w/b 12th June 17** |
| 8. | **Launch*** Formal launch of all updated bereavement resources to take place – (aiming for) Autumn 2017.
 | Professor B Johnston | **October/November 2017** |