**Notes of Glasgow and Clyde Palliative Care Network Group**

**held on Thursday 24th August 2017**

**Marie Curie Hospice**

**Present**:

Euan Paterson(Chair) (EP) GP Palliative Care Facilitator

Fiona Ralph (FR) Team Lead – East Renfrewshire HSCP

Claire O’Neill (CO’N) Lead Nurse for Palliative Care – NHSGGC

Russell Jones (RJ) Chaplain – NHSGGC Chaplaincy

Mairi-Clare McGowan (MMCG) Consultant in Palliative Medicine – St Vincent’s Hospice

Pauline Robbie (PR) Locality Manager – Renfrewshire HSCP

Paul Adams (PA) Palliative Care Lead – Glasgow City HSCP

John Kennedy (JK) General Manager – Clyde Sector NHSGGC

George Gorrie (GG) Consultant Neurologist – NHS GGC Regional Services

Sandra McConnell (SMCC) Consultant in Palliative Medicine – Ardgowan Hospice

Kathleen Halpin (KH) Nurse Team Lead – East Dunbartonshire HSCP

Fiona Rodgers (FRS) Nurse Team Lead – West Dunbartonshire HSCP

Val McIver (VMCI) Senior Nurse –West Dunbartonshire HSCP

Jane Edgecombe (JE) Consultant in Palliative Medicine – BWOSCC

Laura Kelly (LK) Consultant in Palliative Medicine – PPWH

Kathryn Nattress (KN) Director of Clinical Services and Governance – St Margaret of Scotland Hospice

Maire O’Riordan (MO’R) Consultant in Palliative Medicine – Marie Curie Glasgow Hospice

Paul Corrigan (PC) Information Officer – NHSGGC

Elizabeth Sanchez-Vivar (ES) Practice Education Coordinator, West Region NES

**Apologies**:

Brian Hunter (BH) Clinical Services Manager – Accord Hospice

Joyce Brown (JB) Chief Nurse – Clyde Sector NHSGGC

Christine Hennan (CH) Senior Nurse – Inverclyde HSCP

Carol Campbell (CC) Acting Lead Chaplain – NHSGGC Chaplaincy

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| **INTRODUCTION**  EP thanked those in attendance and invited everyone to introduce themselves to the group. EP moved on to give a brief history of why this group was being formed, highlighting that it was recognised that with the closure of the MCN group and the introduction of integration something was needed to help inform and aide communication with those involved in Palliative Care within Glasgow and Clyde. Therefore EP stated that it was essentially a communication group for the sharing of information between internal or external services/ groups/organisations/key individual/point of contact who are themselves responsible for keeping their held contact details up to date. |
| **TERMS OF REFERENCE**  EP highlighted the pre meeting paperwork that he had developed to support the agenda. The group worked through this document with the following results:   1. **ROLE/REMIT**    1. **The following remit of the group was agreed by the group:**   The GCPCNG will ensure effective communication, knowledge exchange and learning opportunities between the 7 Palliative Care Groups (Acute, Glasgow City, East Dunbartonshire, West Dunbartonshire, Renfrewshire, East Renfrewshire and Inverclyde) in Glasgow & Clyde. It will also ensure effective communication between the 7 Palliative Care Groups and any other Glasgow & Clyde structures and groups that are relevant to palliative care. In addition, it will help to ensure effective communication between the Palliative Care Groups, other relevant local structures / groups and national structures and groups.   * 1. **Review date:**   1 year however, it was recognised this may take longer initially.   * 1. **Reporting Structure:**   At the moment this is to stay the same.   1. **MEMBERSHIP:**    1. Agreement that this is appropriate at the moment, although it was recognised that there was not a representative from the Woman and Childrens Directorate. 2. **CHAIR:**    1. EP to continue in this role. 3. **CLERICAL SUPPORT**    1. NHSGGC to continue to support the meetings. 4. **MEETING FREQUENCY AND VENUE:**    1. Meetings to rotate around the willing hospices in NHSGGC.    2. 2 meetings to be held over a year period. |
| **COMMUNICATION ACROSS GLASGOW AND CLYDE AREA**  There was a brief discussion around how information is communicated currently with EP inviting the group to send examples of ‘good practice’ in their setting to him for dissemination to group. EP described to the group how he thought communication should be sent and received by the group, i.e. web like structure whereby identified services could have one or many links into sending and receiving information. Each individual member of the group was asked to identify and note down internal or external services/ groups/organisations/key individual/point of contact who should be included in this web. This was then discussed for the majority of the rest of meeting. EP asked the group to discuss this with their colleagues and if they identified any other internal or external services/groups/organisations/key individuals/ points of contact to send this onto him. EP informed group that the information gathered would be collated and disseminated to the group as soon as it was available.  **Action**: Group to send examples of ‘good practice’ in relationship to how communication is shared in their setting to EP  **Action**: Group to identify any missing internal or external services/groups/organisations/key individual/ point of contact not discussed and send list to EP  **Action**: JM to collate identified internal and external services/groups/organisations/key from notes  Group went on to discuss potential processes and where the information was to be accessed. At this point PC was invited to highlight the NHSGGC Palliative Care Website where all GCPCNG paperwork sits. Group discussed this further with the agreement that EP and PC would look to develop appropriate process for the sharing of information. |
| **AOCB**  There was none identified. |
| **ACTION POINTS FROM MEETING**  **Action**: Group to send examples of ‘good practice’ in relationship to how communication is shared in their setting to EP  **Action**: Group to identify any missing internal or external services/groups/organisations/key individual/ point of contact not discussed and send list to EP  **Action**: JM to collate identified internal and external services/groups/organisations/key from notes |
| **DATE OF NEXT MEETING**  The next meeting of the group will be held on Tuesday 20th February 2018 from 10am – 12noon. Venue to be confirmed.  **Action**: SMCC to confirm a venue at Ardgowan Hospice |