## Palliative Care GGC Website Editorial Group

**Minutes of Meeting**

**held on Tuesday 7th February 2017 at 9.00 am**

**Committee Room, Second Floor, Clutha House**

Present: Paul Corrigan, Mairi Armstrong, Michelle Dalgarno, Claire O’Neill, Euan Paterson

Minutes: Jane Pettit

Apologies: Katie Clarke, Frances Gray, Christina Hamill, Jill McKane, Stuart Milligan

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| **1.** | **Minutes of Previous Meeting**  Minutes of the 16th November 2016 meeting were approved. | **Action** |
| **2.** | **Editorial Group Membership / MCN Reporting Structure**  Michelle Dalgarno (DN, Pollokshaws Clinic) was welcomed to the group. Introductions were made round the table.  Following discussion it was agreed that the Website Editorial Group will sit under the new Palliative Care Network Group when the existing MCN ceases (last meeting 22 February 2017).  PC will update the website content strategy document.  Web Group to maintain and build links with HSCP Palliative Care Groups, Acute Group and other MCN Sub Groups that will continue to meet.  No online platform exists to share palliative care information effectively between HSCP, Acute, Hospices, Care Homes and Local Authorities.  MA asked if any IT Key Staff could join the Web Group. After discussion it was agreed that PC already had good links with HIT & Communications and no further support was likely to be available.  Web Group will continue with existing membership and agreed schedule for 2017. |  |
| **3.** | **Palliative Care Education**  PC gave a demonstration of the new online calendar which is to be trialled with support of Palliative Care Education Teams.  <http://www.palliativecareggc.org.uk/?page> id=3042  Renfrew Team provide an education summary which is very useful.  MA felt it was also beneficial for people to see Flyers on Notice Boards.  MD advised that most staff are aware of the Palliative Care Website, the issue is having the time to access it  General education links need to be updated. |  |
| **4.** | **Website – Health Care Professionals Area**  Discussion took place around website name and branding. Possible need to add Local Authorities / HSCP Logos.  Specialist Palliative Care continues to be managed in Clyde.  PC asked the question if Business Cards would have to have HSCPs logos on.  Paediatric Palliative Care information will continue to be published on the website.  Acute Group will link in with Paediatric Palliative Care Group  The new DNACPR form and booklet PECOS order codes are now available on the website.  GAEL and other EOLC content will be added soon. |  |
| **5** | **Website – Content for Patients / Carers**  Several contacts have been made and renewed this year, who may be able to assist with assessing patient & carer palliative care information. (Patient Experience Public Involvement Project Team, Health Improvement, Macmillan, Your Voice Inverclyde)  EP noted these maybe new EOLC initiatives starting soon in NHSGGC through Public Health. |  |
| **6.** | **User Experience Testing Use**  Further User Experience testing of the website to be carried out after a number of important content updates have been made.  <http://www.palliativecareggc.org.uk/?page> id=1036 |  |
| **7.** | **Social Media and Website Promotion**  Twitter account continues to add new Followers and it is hoped more staff including PRNs could be encouraged to join.  New website business cards have been printed and are available for distribution as required. |  |
| **8.** | **Date of next meeting and subsequent dates**  Website Editorial Group meetings to continue quarterly. Please make a note of the dates below:  Wednesday 10th May 2017 0900 - 1100  Tuesday 15th August 2017 0900 - 1100  Wednesday 15th November 2017 0900 - 1100 |  |