

**Palliative Care Practice Development Steering Group**

**Minutes of Meeting held on**

**Wednesday 30th November 2016**

**10.00 am – 12.00 pm**

**WS301 Beatson WOS Cancer Centre**

Present: Shirley Byron (SB) (Co-Chair), Claire O’Neill (CO’N) (Co-Chair), Paul Corrigan (PC), Susanne Gray (SG), Christina Hamill (CH), Les McQueen (LMcQ), Jennifer Pennycook (JP), Patricia O’Gorman (PO’G), Margaret Fitzpatrick (MF), Bridget Johnson (BJ), Russell Jones (RJ), Karen Mackay (KMcK), Lynn McKendrick (LMcK), Jane Miller (JM), Deirdre Moriarty (DM)

Apologies: Euan Paterson, Helen Pickering, Anne Louise Cunnington, Margaret Connolly, Tara Coolidge, Graham Whyte, Lesley Jackson, Helena Kelly, Una Gildea, Elaine Stevens.

In Attendance: Mairi Armstrong

Minutes:

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| **1** | **Welcome and Introductions**  Shirley and Claire welcomed everyone to the meeting and introductions were made around the table. |  |
| **2** | **Minutes of Previous Meeting**  The minutes of the previous meeting held on 31st August 2016 were agreed. |  |
| **3** | **Action Points from Previous Meeting**   * All - Spiritual Care Feedback – response to short questionnaire. Russell will discuss this at the next meeting once the results of the short questionnaire have been collated. * JW – GAEL Update – report on progress of Pilot in GRI. Claire will discuss this Action under item 9 of the agenda. |  |
| **4** | **Update on MCN subgroup feedback relating to PCPDSG**  **MCN**  Claire reported back from the recent MCN meeting held on the 22nd November 2016. It was decided that the current MCN structure was no longer suitable. There will be a final meeting in February to decide how the group will be taken forward in the future.  Claire stated that a small short life working group has been convened to discuss options.  **Care Homes**  Christina gave feedback on both the Care Homes and OOH subgroup. The Care home meeting scheduled for November was postponed due to the number of apologies received. There is a meeting planned for January 2017. The group will be looking at the identified key themes to see how they can be taken forward in 2017.  **Out of Hours**  This group have postponed meetings at present but work continues around Datix reporting and issues around medication administration in Care homes.  **HI&T**  Continues to meet – next meeting January 2017. Continues with Group Work Plan.  **Website Editorial Group**  The Website Editorial Group met on 16th November 2016 and subsequently reported to the Palliative Care MCN. Dates for 2017 website meetings have been scheduled and any changes to the group’s governance (in light of expected changes to the MCN) will be communicated when agreed.  Updates on all subgroups of the MCN can be found in the quarterly reporting templates on the palliative care website: [www.palliativecareggc.org.uk/professional/mcn](http://www.palliativecareggc.org.uk/professional/mcn) |  |
| **5** | **Palliative Care Online Information**  PC updated the group on recent changes to the palliative care website which were guided by user experience testing. Menus and search function have been improved to make it easier to locate resources, particularly education. This work is ongoing and education / events for 2017 are currently being updated. Key Resources have also been updated including links to the Palliative Care Atlas and amended T34 Guideline.  Business cards with the website and Twitter address on it are being reprinted. Members should contact PC if they would like a supply of these. |  |
| **6** | **Spiritual Care**  RJ informed the group that Blair Robertson previous Lead Chaplain had resigned his post in September. Carol Campbell, chaplain at the RAH will be the interim Lead until further notice. Russell also discussed the feedback from the Spiritual care questionnaire and will submit a short paragraph to the PCPDSG of the results. This will also be posted on the NHSGGC Chaplaincy site. |  |
| **7** | **VOED**  The Community VOED policy and procedure has recently been updated and is available on StaffNet. In Primary Care, VOED will now be completed 24/7 but will be for patients known to the district nurse caseload. CO’N has discussed with Joyce Brown, Chief Nurse, Clyde, that in acute the VOED policy and paperwork requires updating. Joyce has taken this issue to the other chief nurses alongside CO’N’s suggestion that acute Palliative Care Practice Development will not be responsible for teaching VOED in future.  There was discussion about funding of resources around the VOED documentation. This was previously paid for by Acute services but this funding is no longer available. LMcK agree to raise this at the Primary Care Professional Nurse Advisors meeting next week. |  |
| **8** | **GAEL update**  CON gave an update on GAEL. In acute the results of the 2 GAEL Bundle pilots have been written up and presented at BDN meetings. A decision has been made that there will not be an Acute wide roll out of the GAEL bundle for several reasons. The pilot numbers are small and even with the PD support during the pilot frequently the bundle not used. Alongside this there is currently a full documentation review in acute and therefore not felt the right time to roll out new paperwork. The GAEL guidance will remain and is currently being updated and awaiting MUE approval. The delay is trying to synchronise the GAEL guidance with the updating of Therapeutics Handbook relevant sections and Rapid Discharge Algorithm update. There was discussion from the group about pilot areas still using the paperwork, CONs understanding was this should not continue. BJ confirmed this from her attendance at BDN meeting.  JP part of the documentation review group and CON will send Jennifer the GAEL communication sheet |  |
| **9** | **Strategic Framework for Action – NES development of education framework for PEOLC**  CON discussed an update requested from Elizabeth Sanchez Vivar (NES Practice Education Co-Ordinator for PEOLC) on the work to date by NES. Paul highlighted the report submitted to the group. SB discussed a consultation event on the SFA at the Glasgow Jubilee Hospital on the 1st December. |  |
| **10** | **A.O.C.B**   * **Palliative Care Atlas**   There was discussion around the recent publication of the Palliative Care Atlas. Many group members were concerned about the inaccuracies around Palliative Care Education as there was no mention of the vast education and research remit of nursing prior to 2006. The group also voiced concern about the lack of consultation around this document prior to publication. The group decided it would be appropriate for each discipline represented to highlight these issues and send them to SB or CON who would collate a response from the PCPDSG. |  |
| <http://www.gla.ac.uk/research/az/endoflifestudies/projects/scottishatlasofpalliativecare/#/findoutmoreabouttheatlas,scottishatlasofpalliativecareinthenews> | | |
|  | * **T34 update**   Work continues on creating an e-module for T34 education. Hopefully this will be ready early 2017.   * **DNACPR**   CON informed the group that there was currently no Lead for DNACPR in GGC. This is being addressed at Board level. There has been a delay in the implementation of the updated policy across GGC probably due to no identified lead. All relevant documentation is available on Pecos and these codes will be widely distributed across the sectors**.** |  |
| **11** | **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. |  |