**Notes of Palliative Care Acute Group Meeting**

**held on Wednesday 25th April 2017**

**QEUH**

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| Present: | Jane Edgecombe (JE) (co-chair) | Consultant in Palliative Medicine |
|  | Claire O’Neill (CO’N) (co-chair) | Lead Nurse, Palliative Care |
|  | Elizabeth Anderson (EA) | Palliative Care CNS, IRH |
|  | Jackie Britton (JB) | Planning Manager |
|  | Craig Broadfoot | Clinical Service Manager regional service  |
|  | Jennifer Crumley | Palliative Care CNS, GRI |
|  | Karen MacKay | Palliative Care CNS BWSCC |
|  | Alistair McKeown (AM) | Consultant in Palliative Medicine, QEUH |
|  | Carolyn Mackay (CM) | Palliative Care Pharmacist,  |
|  | Mark Wotherspoon (MW) | Palliative Care CNS, RAH |
|  | Ali Brown | Palliative Care CNS, QEUH |
|  | Paul Keeley | Consultant in Palliative Medicine, GRI |
|  | John Kennedy | General Manager, Clyde |
|  | Diane McIntosh | Consultant PAED Oncology |
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| Apologies: | Catriona Glenn | Clinical Services Manager, Clyde |
|  | David Gray (DG) | Consultant in Palliative Medicine RAH |
|  | Richard Kitchen | Consultant in Palliative Medicine IRH |
|  | Sharon Lambie (SL) | Palliative Care CNS, GRI |
|  | Elaine O’Donnell (EO’D) | Palliative Care Practice Development nurse |
|  | Lisa Williams | Clinical Director, East Dunbartonshire HSCP |
|  | Caroline Porter | Diana Children’s Nurse – West of Scotland |
|  | Melanie McColgan | General Manager Regional Services  |
|  | Fiona Finlay | Consultant in Palliative Medicine QEUH |
|  | Patricia O’Gorman (PO’G) | Palliative Care Practice Development nurse |
| Workplan Topic Area | Action | Responsibility | Deadline Date |
| 1c | Email to be sent to Marie Farrell to ask for a meeting to update her on Acute Group Workplan. Also to ask her to request Palliative Care input to Board and Sector Clinical Governance Forums | JE | Next meeting |
| 1c | Email to be sent to Joyce Brown and ask if she could cascade the GAEL links to Dr David Stewart for next Board meeting of the Deteriorating Patient Group | CON/PK | Next meeting |
| 1c | Cascade the GAEL link via Local Clinical Governance Groups | ALL Representatives on Local Clinical Governance Groups to raise this | Next meeting |
| 1c | Email to be sent to Lyndsay Donaldson to clarify which sectors have Junior Dr’s Handbook and if GAEL is in it  | CON | Next meeting  |
| 1c | To contact HIT to ask for a desktop icon for Palliative Care | CON | Next meeting |
| 1c | Distribute PC Website Business Cards to HPCT’s when available | CON/JM | When card available |
| 3d | To ask RK and Graham Whyte if they have communicated to the pan glasgow palliative care PD group if they can share seating at this group  | JE | Next meeting  |
| 5b | Convene a group to develop NHS GGC HPCT dataset with the following attending CON/AMCK/MW rep from RS/North and member of Admin possibly FMCK. EA to check if MW to represent Clyde or if an IRH rep wanted | CON/EA | Next meeting  |
| 6a | Previous GAEL audit tool to be sent to group | JM | Next meeting |
| 7a | National Research Palliative Care Forum is an open forum for any interested people. Info on Scottish government site | ALL | Next meeting  |
|  | Book and Cascade dates for future meetings | JM | Next meeting |
| **DATES FOR DIARY** |
| 20th June – 2pm – WS301, BOC |
| 19th September – 2pm – Level 9 - WS9 - 033 @ QEUH |
| 19th December – 2pm – WS301, BOC |
| 20th March 2018 – 2pm - Level 9 - WS9 - 033 @ QEUH QEUH |
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