**Palliative Care GGC Website Editorial Group**

**Minute 06/09/17**

Present: Paul Corrigan, Christina Hamill, Stuart Milligan, Claire O'Neill, Euan Paterson, Jane Pettit  
Apologies: Katie Clarke, Michelle Dalgarno, Francesca Gray

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| **1. Minute of previous meeting** | **Actions** |
| Key Points & Actions document discussed as no minute taken at previous meeting held 10/05/17. |  |
| **2. Editorial Group Membership & Meeting Schedule** | |
| All present agreed to continue as members of the group. |  |
| All other group members to be contacted regarding continuing participation and to consider which days are suitable for attending future meetings. | PC |
| Staff who contributed to the Website User Experience testing will be given the opportunity to contribute to the website’s development and / or work of the group. | PC |
| **3. Reporting Structure / Content Strategy** | |
| It was agreed to change the group’s name to ‘Website Reference Group’ reflecting new reporting arrangements. |  |
| The website content strategy document will be amended and sent to John Kennedy for consideration before the next meeting of the Palliative Care Acute Group. | PC |
| An outline process for website content approval was agreed and this will be included in the revised Content Strategy document. | PC |
| **4. User Experience Testing** | |
| Website User Experience (UX) Testing was carried out in early August with nursing staff at Dykeabr Hospital and Woodside Health Centre - preliminary findings were considered by the group. |  |
| PC to action proposed changes to the website as discussed including: menu labelling design, improved search results, findability of education calendar and revision of Key Resources slider | PC |
| PC will try to setup further UX testing for other staff including medical, possibly asking for assistance from the Junior Medial Rotas Co-ordinators . | PC, EP, CON |
| **5 .Palliative Care Education** | |
| Mapping template work completed with Jackie Mearns to allow mapping of provision and update of palliative care education across NHSGGC. |  |
| Update education course summaries with Primary Care Palliative Care Team. | PC, CH |
| Online form for booking education courses to be trialled through the website. | PC |
| University level palliative care education has been updated on the website. |  |
| Contact for palliative care education at Glasgow Caledonian University to be confirmed. | PC |
| **6. Website – Health Care Professionals area** | |
| Changes will be made to the website following UX testing and group discussion | PC |
| ACP i-Hub national resource – this will be linked to alongside existing ‘Planning Ahead’ resources but no text regarding local implementation of national ACP is currently available. |  |
| Verification of Death – PC will link with CH on adding VOD information to the website. | PC, CH |
| StaffNet Palliative Care Resource Folder group will meet on 2nd October and any changes to Acute Palliative Care Team content will be completed and approved by then. |  |
| The bereavement area of the website has been updated and PC will circulate information on the new NHSGGC Bereavement Service. | PC |
| The group looked over a new HSCP web page which will be updated as new HSCP websites are published, linking directly to local palliative care content if available. |  |
| **7. Social Media and Website Promotion** | |
| PC in ongoing contact with colleagues using or planning to use social media to improve awareness of their services, including; Chaplaincy, Mental Health and NHSGGC Libraries. |  |
| Use of the Palliative Care Twitter account was discussed and CON mentioned some ongoing issues with staff’s social media use that may be discouraging participation overall. |  |
| New website business cards are available from PC or through the medical illustration order code on the website: [www.palliativecareggc.org.uk/?page\_id=229](http://www.palliativecareggc.org.uk/?page_id=229) |  |
| PC continues to work with Jackie Mearns on cross promotion of the website and palliative care education including assessing locations where cards, posters etc. may be sited – CON suggested HUBS at RAH & BOC |  |
| EP offered to assist with promotion of the website to GPs | EP, PC |
| **8. Website – Content for Patients and Carers** | |
| Updates to be made to this area of the website following group’s discussion on ACP, HSCP and other new content already added to the Professional area. | PC |
| CON explained the Care Opinion in palliative and end of life care programme that the Pallaitive Care Team at the QEU will be participating in |  |
| PC will link in with CON on the Care Opinion project and work with PACE (and Laura Nixon) with a view to getting input on content within Patinmet and Carer area of the website | PC, CON |