

**Palliative Care Practice Development Steering Group**

**Minutes of Meeting held on**

**Wednesday 30th August 2017**

**10.00 am – 12.00 pm**

**WS201 Beatson WOS Cancer Centre**

Present: Shirley Byron (SB) (Co-Chair), Patricia O’Gorman (PO’G) (Co-Chair), Margaret Fitzpatrick (MF), Bridget Johnston (BJ), Elaine Stevens (ES), Paul Corrigan (PC), Susanne Gray (SG), Christina Hamill (CH), Russell Jones (RJ), Euan Paterson (EP), Graham Whyte (GW), Susan Addie (SA), Claire Ireland (CI), Karen Mackay (KMCK), Elaine O’Donnell (EO’D),Nicky Donnelly (NK)

Apologies: Claire O’Neill, Sharon Pettigrew, Jane Miller, Les McQueen, Lesley Jackson, Lynn McKendrick, Stuart Milligan, Susan Jackson, Margaret Connolly, Helen Pickering, Una Gildea

In Attendance: Elizabeth Sanchez-Vivar

Minutes:

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| **1** | **Welcome and Introductions**  Shirley and Patricia welcomed everyone to the meeting and introductions were made around the table. |
| **2** | **Apologies:** Apologies listed above had been received.. |
| **3** | **Minutes of Previous Meeting**  The minutes of the previous meeting held on the 7th June 2017 were agreed following an amendment from Dr Kitchen. |
| **4** | **Action Points from Previous Meeting**   * It was agreed to incorporate the issue of Emergency Marriage for people at end of life into the MTA&MP booklet. This could be inserted under the heading **“Things I want to know** **more about”** on page 10 of the booklet with an additional bullet which prompts “asking about status of partner/partnership”.   In the highlighted boxed section “**Things I want to ask about are…**  could include bullets which may prompt questions such as:  What will happen to my partner?  What if I want to get married?  What will happen to my house/ finances?  **ACTION**: Russell Jones will finalise the wording for the MTA&MP booklet and then liaise with Paul Corrigan about the changes. |
| **5** | **NES Education Framework**  Elizabeth Sanchez-Vivar briefly described the 2 year project resulting in the development of the NES Education Framework. Copies were tabled. Services are being asked to map resources against the framework which will help identify any gaps and plan future requirements, it can also be used for workforce planning and Personal Development Plan. Money may be available to develop resources for INFORM Level. NES are continuing to work with college and Universities to see how it can be integrated into the Pre-reg. programme.  CH commented that care home staff are working towards informed level but need resources.  GW commented that since individuals put themselves at different levels it may be difficult to design education programmes. Many organisations develop education independently so the framework could provide a benchmark. EP stated that he finds it difficult to differentiate between informed and skilled levels, and also between enhanced and expert levels. He feels that he couldn’t meaningfully use it to develop his knowledge and also wouldn’t know how to self-assess himself to the framework.  ES-V will take comments back to advisory group and NIR. |
| **6** | **Palliative Care Online Information**  User Experience testing of the palliative care website was carried out in July with nursing staff at Dykebar Hospital and Eastwood Health Centre. PC was assisted by Susanne Gray and Una Gildea in finding volunteers and a location for testing. Amongst other findings, testing showed that staff were comfortable using the online education calendar and would be happy to sign up for courses using an online form.  PC and Jackie Mearns have completed work on education mapping templates which will be used in acute and community to collect data on palliative care education provision and uptake.  PC and Jackie Mearns are looking into new ways to advertise palliative care training in addition to email lists and websites. Leaving leaflets / business cards for education at acute sites has been considered but may be impractical. **ACTION**; If any group members have ideas on promoting education within their own areas please contact PC or Jackie Mearns. |
| **7** | **Glasgow and Clyde Palliative Care Network Group**  Euan Paterson updated the group on the formation of the Glasgow & Clyde Palliative Care Network Group (GCPCNG). Terms of reference for the group have been agreed.  Most of the meeting comprised discussion around the issue of Communication across Glasgow & Clyde area. It was agreed that the group would largely be a communication group acting as an informal communication “web” to enable all areas in GGC involved in Palliative Care to be able to effectively communicate with each other.    G&C area ‘communication web’ for palliative care should be a comprehensive ‘web’ of all services / groups / organisations / key individuals involved in delivery of palliative care. The GCPCNG will need to identify all identify all relevant services / groups / organisations / key individuals. A ‘key contact’ will need to be identified in each service / group / organisation.  **ACTION:** The PCPDSG will need to agree if they want to be a node in this Palliative Care Communication web.    Key points from the GCPCNG meeting 24th August 2018 can be found using the link below.  <http://www.palliativecareggc.org.uk/?page_id=3529> |
| **8** | **National ACP**  The National ACP has been launched and wider publicity is planned. Across GGC each area is doing their own thing. The existing Glasgow ACP group chaired by Paul Adams have previously talked about moving to the National document. CI suggested that district nurses do not see value in them. BJ pointed out that ACP is not just a document since the conversation is more important than the document. GP’s have been receiving boxes of the National ACP document with no explanation. EOD pointed out that the conversation is important but it needs to be documented to enable communication to others.  ES-V informed the group that Michelle Church is leading on this at HIS and that a workshop was to be held on Friday 1st September on the National ACP. SB enquired who at the meeting knew of this workshop and no group member had received notice of it. It was felt that there was no collaboration between HIS and practitioners on the ground. ACTION: The chairs of the group will write to Michelle Church enquiring how this is being communicated to practitioners and inviting her to update the group. |
| **9** | **Verification of Death (VOD)**  Following the DL9 (2nd May 2017) Verification of Death (VOD) letter replacing the 1995 Guidance Verification of Expected Death (VoED)  A Short Life Working Group (SLWG) has been formed to:   * Develop a framework for an exemplar policy to enable consistency in the quality of care delivered in Scotland * Identify elements for inclusion and for local customisation * Develop/update educational materials accessible for all, including non-NHS staff and also in a range of formats. * The group will look at:- * Individual Organisational Approaches * Current policies and procedures * Educational Provision * Concerns and Worries * Opportunity for improvement * National perspectives   This is all to align with the guidance recently published jointly by the CMO, Procurator Fiscal Service and Police Scotland “Management of Deaths in the Community (in and out of hours)”  Christina Hamill will keep the group updated. |
| **10** | **A.O.C.B**   * **Palliative Care Kardex**   Susanne reported that she was currently working with Elayne Harris, Macmillan Lead Palliative Care Pharmacist in updating the palliative care kardex. This was in response to positive feedback from an electronic survey sent to community nurses. |
|  | **Date of next meeting:**  Wednesday 22nd November 2017 10am -12md, Room WS201, Beaston West of Scotland Cancer Centre.  **Date of 2018 Meetings:**  Wednesday 7th March, 6th June, 29th August and 21st November 2018 - Room WS 201  10am-12md Beatson Oncology Centre |