

**Palliative Care Practice Development**

**WORKPLAN January 2018 - January 2019**

| **No 1** |  **Meetings** |  | **Timescales** | **Leads** |
| --- | --- | --- | --- | --- |
|  | 1. Attending other Meetings/ Communication Template | * To work in partnership with others on specific matters arising
* To report and disseminate information relating to palliative care and palliative care practice development to other interested parties
* Advocate & share any relevant information post meeting to wider PC team and interested others
* Each PCPD team member to take responsibility for feeding back key points from meetings that they attend on behalf of their role within PCPD Team in the communication template
* Individuals within PCPD team to keep up to date with the information held within the communication sheet

*22 2 18 - Team to input relevant/key point/updates from meetings onto communication sheet template. Only notes of interest from meetings to be included in Monthly service report* | Ongoing  | Acute PCPD Team |
|  | Senior Nurse Meeting | * To report & disseminate information relating to Palliative care across sectors
* To report to Lead Nurse and enhance teamwork & partnerships in care
* To promote the sharing and identification of relevant in house projects/work streams
* To Advocate & share any relevant information post meeting to wider PC team and interested others
 | Bi-Monthly | CON/ PDF attendance dependant on PD & SN Agenda |
|  |  Acute PCPD Team Meetings | * To meet regularly as a team.
* To review progress of workplan and identify any challenges within practice development & education
* Identify initiatives and share
* Plan equal distribution of work
* Advocate & share any relevant information post meeting to wider PC team and interested others
* Share work plan with NHSGGC Acute Group

*22 1 18 Workplan to be updated as soon as after the meeting and housed on a Palliative Care Webpage similar to the Acute Group.*  | Bi-Monthly | All |
| 3a | Weekly Acute PCPD Team 15 min Sharing Practice Meeting | * To meet to enhance point 2 above
* To enhance effective teamwork and support

 *22 1 18 – Agreement to conduct this on Tuesdays at 10am. BS/MW will share information with each other on their return to RAH* | Weekly | Acute PCPD Team |
|  | South & North & Clyde -Excellence in Care and Practice Development Meetings   | * To work in partnership with other PD colleagues
* Keep abreast of Sector & board wide developments
* To report, share and disseminate information relating to palliative care and palliative care practice development to other interested parties
* Advocate & share any relevant information post meeting to wider PC team and interested others
 | Bi-Monthly | Reps -JW/EOD -SouthEO’D- NorthBS-Clyde |
|  | Acute Group (strategic) | * To advocate & lead on Palliative Care processes & strategies for the Acute ( Joint work with medical colleagues)
* To report, share and disseminate information relating to palliative care and palliative care practice development to other interested parties
* Advocate & share any relevant information post meeting to wider PC team and interested others
 | Quarterly | CON/JE/Rotate |
|  | PCPDSG Meeting  | * To advocate & lead on local & national initiatives for Acute surrounding PC (workstream)
* To work in partnership with other PC leads within NHSGGC
* To share and disseminate information relating to palliative care and palliative care practice development to other interested parties
* Advocate & share any relevant information post meeting to wider PC team and interested others
* To inform Acute PCPD team
 | Quarterly | Chair - POGAnother PDF to attend to represent Acute PCPD Team |
|  | Excellence in Care Expert Meeting  | * To advocate & lead on CAS Standard 11 : End of Life Care
* To report, share and disseminate information relating to palliative care and palliative care practice development to other interested parties
* Advocate & share any relevant information post meeting to wider PC team and interested others
 | Bi-Monthly | CON |
|  | Advanced Communication Skills Training Group Meetings | * To work in partnership with colleague within NHSGGC Advanced Communication Skills Trainers Group
* To meet regularly as a team and discuss group progression and identify any challenges in delivering communication skills training.
* Identify initiatives & opportunities
* Advocate & share any relevant information to others in wider PC team or other interested parties

*22 1 18 EOD/CON update team that the comms group was going to try and recruit other experienced communication facilitators from NHSGGC to increase their capacity* | Quarterly | CON/ EOD/ MW/JM |

| **No 2** | **Education** |  | **Timescales** | **Leads** |
| --- | --- | --- | --- | --- |
| *22 1 18 – General discussion with regards to Study days. With the following agreement s and actions:* * *Care Homes (Four Hills, Greenfield Park and Darnley) to be included in Distribution List for Study Days – JM*
* *Charging external agencies for training is to be looked into – JM to contact Jane Pettit*
* *Development of Study day evaluations including post – JM/EOD to meet with Emma Dymond to finalize*
* *Minimum numbers to be revised to 15 with team having final decision if day runs on less than this*
 |
|  | Symptom Assessment and Management - Palliative Care Module for  Registered Nurses | * Plan, review & deliver 2 x 5day modules
* Work in partnership with PPWH Colleagues and Caledonian University
* Develop template and lesson plan to allow for succession planning
* PDF undertakes marking commitments
* Formal yearly report required – SBAR April
 | Ongoing | EOD |
|  | Clinical Skills day | * Deliver 5/12 sessions across NHSGGC
* Education equitable/delivered across all sites
* Lead PDF responsible for presentations and quality assurance inclusive of evaluation of course, booking speakers in advance
* Main facilitator of each session responsible for checking resources, confirming speakers attendance
* Agree min/max numbers – min 12 – max 25 Input required each session from x1 HPCT/CNS colleagues. Shadowing opportunities and support and appropriate offered
* Formal yearly report required - SBAR April

*22 1 18 – Decision to Cancel - Clinical Skills – 14th March 2018 – JM*  | Ongoing | JW |
|  | End of Life Study Day  | * Deliver 8/12 sessions across NHSGGC
* Education equitable/ delivered across sites
* Lead PDF responsible for presentations and quality assurance inclusive of evaluation of course, booking speakers in advance
* Main facilitator of each session responsible for checking resources, confirming speakers attendance
* Agree min/max numbers – min 12 – max 25
* Input may be required each session from x1 HPCT/CNS Colleague. Shadowing opportunities and support as appropriate offered
* Formal yearly report required - SBAR April

*22 1 18 – Decision to cancel - EOLC – 20th February 2018 and EOLC – 10th December 2018 – JM*  | Ongoing | EOD |
|  | HCSW | * Deliver 5/12 x 2 day study days across NHSGGC
* Education equitable/ delivered across sites
* Lead PDF responsible for presentations and quality assurance
* inclusive of evaluation of course, booking speakers in advance
* Main facilitator of each session responsible for checking resources, booking speakers and confirming speakers attendance
* Agree min/max numbers - – min 12 – max 25
* Input may be required each session from x1 HPCT/CNS Colleague. Shadowing opportunities and support as appropriate offered
* Formal yearly report required SBAR April
 | Ongoing | POG |
|  |  Sage & Thyme | * Deliver 4/12 3.5 hour workshops across NHSGGC
* Offer S&T training to all levels of staff across
* Education equitable/ delivered across sites
* Lead PDF responsible for yearly licence bid & Handout stock
* Lead PDF responsible for provisional booking of 3 facilitators for each date
* Main facilitator of each session responsible for checking resources, confirming speakers attendance
* Ongoing study day evaluation as per licence agreement / formal end of year review to be carried out
* Min/Max numbers as per licence – min 15 – max 30
* Develop opportunities for bespoke sessions across NHSGGC
* Formal yearly report required SBAR April

*22 1 18 Increased joint working with PCPCT. Possibility to provide bespoke training to targeted audience and teams* | Ongoing | POG |
|  |  Intermediate & Advanced Communication Skills training  | * Assist in delivery of communication skills training

(intermediate, advanced or bespoke)* Main facilitator of each session responsible for checking resources, confirming speakers attendance
* Contribute to wider communication group, evaluation and reports
* Ongoing review of group ownership and admin and advertising responsibilities

28 8 17 – L&E taken over administration with courses 16 1 18 – ongoing work with L&E to get courses including S&T on L&E calendar | Ongoing | EOD/MW/JM |
|  |  T34 CME Infusion Pump | * PD to support local HPCT to deliver local / bespoke T34 sessions / creation of hubs
* PCPD will co-ordinate and liaise with Corporate PD re: Subcutaneous Drug Administration in Palliative Care session within IV day & Quality Assurance
* PCPD will co-ordinate and liaise with local teams on all resources used in terms of Quality Assurance inclusive of evaluation of course
* PCPD will support teams with local formal end of year reviews
* PCPD responsible for the development and promotion of Learnpro module and podcasts
 | Ongoing | BS/JW |
|  | Induction training | * To provide palliative care sessions to trained staff and HCSW at induction days as required in each sector
* PCPD will co-ordinate and liaise with local teams on all resources used in terms of Quality Assurance inclusive of evaluation of course
* PD to support local HPCT to deliver local induction
* PCPD and HPCT will co-ordinate and liaise with Corporate PD
* PCPD will support teams with local formal end of year reviews
 | Monthly - Ongoing | BS/ Local CNS,s |
|  |  WebEx/Recorded Presentations | * Develop and promote recorded presentations during 2018
* Last few days of life
* Deteriorating Patient
* ACP
* Bereavement and Caring for yourself
* Communication and Documentation
* Create audio presentations
 |  | JWMWEODPOGBS |
|  | Supporting external settings | * Partnership working with hospice and charitable organisations – to be further developed
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| **No 3** | **Quality & Service Improvement**  |  | **Timescales** | **Leads** |
| --- | --- | --- | --- | --- |
|  | NHSGGC Excellence in Care  | * Co-ordination of CAS Standard 11/ Link nurse support in partnership HPCT
* Ongoing updating & evaluation of CAS shared space
* Ongoing development of audit/outcome monitoring tool to support CAS (clinical dashboards)
* Development & delivery of CAS WebEx sessions throughout 2017
* Addressing & Identification of local needs/ gaps in service through CAS involvement
* Overview of End of Life Care
* Deteriorating patient
* Last few days of life for days
* ACP
* Bereavement and caring for yourself
* Communication and documentation

*22 1 18 EOD/JM review shared space to ensure up to date information is in files* | Ongoing | CONJWMW JW EO’DPO’GBS |
|  | End of Life Care & GAEL – Review Date – Jan 2019  | * Continual promotion and raising awareness of guidance
* Re-launch through communication team, newsletters, hot pick, etc.
* Identify how medical staff, LN & SCN, will roll out GAEL in their area.
* Work with HPCT to raise profile of GAEL.
* Contact IT re EOL icon
* Development of e-module suite throughout 2017
* Work in partnership with RAH GAEL study
* Involvement in View of Care study (outcomes) with Prof Johnston as appropriate
* PCPD responsible for the development of Learnpro module and podcasts
 | Ongoing | CON  |
|  | Rapid Discharge pathway - Review Date – Jan 2019 | * Continual promotion and raising awareness of guidance

*22 1 18 –the transfer of patients between hospital settings in to be looked at when reviewing this.* | Ongoing | JW |
|  |  Bereavement | * Contribute to NHSGG&C strategy
* Lead on embedding bereavement bags into practice in acute
* Bereavement updates in all education programmes
* MDT working with chaplaincy
* Bereavement card dissemination
* Promotion of Good Life Good Death Good Grief
* Lead work within SLWG scoping bereavement literature
 | Ongoing | EO’D /Local PCT |
|  |  Shared space & PCT folder | * Update all folders to include most up to date information & presentations.
* Practice Development calendar access for all
* Support local & Wider PC team
 |  | All |
|  |  Health & Safety | * Update health and safety manual
* Collate workplace inspections
* to promote health and safety
* To ensure health and safety remains a priority at work to protect staff, patients, visitors and the interests of NHS GGC.
 |  | CON/POG |
|  | Training Quality Assurance | 22 1 18 Team to scope a quality assurance tools with a view to align their training to this. | June 2018 | POG/BS |