

**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 -South  EO’D- North  BS-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 - POG  Another 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 |  | JW  MW  EOD  POG  BS |
|  | Supporting external settings | * Partnership working with hospice and charitable organisations – to be further developed |  |  |

| **No 3** | **Quality & Service Improvement** |  | **Timescales** | **Leads** |
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|  | 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 | CON  JW  MW  JW  EO’D  PO’G  BS |
|  | 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 |