**NHSGGC Bereavement Steering Group **

**24th January 2018**

**1pm – 2.30pm**

**Meeting Room A, JB Russell House**

**In Attendance Apologies**

Prof Bridget Johnston (BJ) Chair Michelle Magennis (MMcG)

Ann Frances Fisher (AFF) Helen Morrison (HM)

Audrey Slater (AS) Debbie Schofield (DS)

Laura Cunningham (LC) Cheryl Glancy (CG)

Trish Elrick (TE) Mairi Armstrong (MA)

Les McQueen (LMcQ) John Greechan (JG)

Dougie Fraser (DF) Elita Smiley (ES)

Claire O’Neill (CON)

Anne Marie Flynn (AF)

Lisa King (LK)

Russell Jones (RJ)

Elaine O’Donnell (EOD)

Margaret Fitzpatrick (MF)

Jane Miller (JM)

Paul Corrigan (PC)

Sharon Lambie (SL)

Stella Welsh (SW)

C.A. Harkins (CAH)

Laura Nixon (LN)

S Robinson (SR)

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| **1.** | **Welcome/Apologies**  Professor Johnston welcomed all present to the meeting and apologies were noted. | **Action** |
| **2.** | **Minutes of Previous Meeting – 12th October 2017**  The minutes of the previous meeting were reviewed and the following amendments requested:   * Chief Nurse, North Sector is incorrect, should read is AFF (p.1) * Attendee list to be rechecked by MMcG against sign in sheet ( for 12.10.17) * LC job title incorrect, should read MND Clinical Nurse Specialist (p.4) * Description of work undertaken by LC incorrect, to amend to Clinical Project on Dignity Therapy with aim of the therapy to be integrated into practice (p.4) * Deletion of the words ‘Scottish Government’ under the Specialist Children’s Services notes in relation to monitoring (p.5) * CON reference incorrect, C O’Donnell should read CON (p.6) * Reference Brenda Johnston incorrect should read Brenda Jackson (p.6) * Point 8 to reflect grant was clinical and surrounds bereavement (p.6)   **Review of action points from the previous meeting:**   * CRUSE colleague TE to talk through her report (Agenda Item 6) * Bereavement Information updates/ Hubs Update (Agenda Item 7) * C Harkins shared that Evelyn Frame (EF) is as yet unable to share the National Forms with group as not available * CO’ Neill to give Views of Care update ( Agenda Item 7) * Launch. B Johnston suggested this to be something the group should think towards. E O’Donnell asked group if a conference to celebrate practice in Bereavement late 2018 may be worth considering. | **MM** |
| **3.** | **Matters Arising**  **3.1 Minute Taking**  Minute Taking. B Johnston asked for thoughts around minute taking – agreed to explore the possibility of securing dedicated admin support for the group.  **3.2 Reporting Mechanism**  B Johnston discussed the need for a named contact for bereavement. Responsibilities would include working with P Corrigan on the website and becoming the communication link between the group and the Palliative Care Network Group (old MCN). E O’ Donnell agreed to this.  **New Appointment:** Dr Graeme Whyte (GW) now has a role nationally within Bereavement. Dr Whyte to be asked to a future meeting to share practice. |  |
| **4.** | **Staff Support**  A Slater updated group on HR workings and current practice surrounding staff Bereavement support provision. A Slater highlighted the HR Connect Tab available on Staff net. She advised that it empowers staff within self-care, and signposts to different support available. Tab not specific to Bereavement.  The group asked A Slater if a Bereavement Page / section/ reference within this could be considered. A Slater kindly agreed to look into same.  Supervision was discussed briefly. J Miller shared the Knowledge Network as a resource facilitating free supervision for nurses. Surrounding staff support, many points were raised in terms of improvement.  Mention was also given to how we support leads & managers to support others. The discussion ended with a suggestion that some staff pointers/ guidelines may be useful. A Slater was asked to join the group. |  |
| **5.** | **Policy Updates – including Local and National Booklets**  EO’ Donnell updated group that she and P Corrigan were awaiting final updates from colleagues regarding Bereavement Policy. The group discussed the correlation and importance of the Adult Death in Hospital policy and the Last Offices SOP. B Johnston to ask if there are any proposals/ plans to update within Board.  EO’ Donnell shared that the National bereavement booklet appears to be welcomed by staff. She shared that our Inequalities Manager colleague is liaising with other health Boards/ Government re: accessibility of this booklet. EO’ Donnell to ask for further update. EO’Donnell shared that work is ongoing in reviewing the NHSGGC ‘What Can Happen when Someone is Dying’ booklet. |  |
| **6.** | **CRUSE - update**  T Elrick gave an update and talked around her report and the CRUSE information pack. B Johnston asked if T Elrick if she could share the CRUSE self harm or suicide risk assessment form(s). T Elrick shared that 3 volunteers have accessed specialist Child bereavement training. Further discussion led to D Fraser asking T Elrick for some sharing re: all referrals made to CRUSE re: Child bereavement support. Further liaison between both planned. |  |
| **7.** | **Updates from HSCPS & Acute Areas**  **Acute North Sector**  AF Fisher shared that the North Macmillan Bereavement Information & Support build will commence February 2018 and will take approx. 3 months. She shared that the band 7 Manager post has been appointed, and that there will be an Operational Policy/ governance sub group to follow.  **Clinical Project on Dignity Therapy**  L Cunningham shared that her request to use Dignity Therapy within her clinical practice is with Clinical Governance.  **Learning & Education**  L McQ updated group re: the communication skills training and the communication education matrix. LMcQ to liaise with P Corrigan on including ‘Bereavement Conversations’ to matrix.  **Specialist Children’s Services**  D Fraser updated the group on the extremely positive/ in line with expectations first quarterly report of the Child Bereavement UK commissioned service. S Robinson shared around the group the Bereavement Support for parents, Siblings and Staff leaflets. S Robinson also updated group on helpful resources (Paediatric Psychology) produced by NES:  **Action: S Robinson to share links with P Corrigan.**  **Palliative Care**  CO’ Neill updated the group on Bereavement Bags and the addition of new Palliative care Tab within Staff net Home page. CO’ Neill also updated the group on Phase 2 Of the ‘Views of Care’ service Improvement project. S Lambie updated the group on local educational sessions surrounding bereavement & end of life care.  **West Dunbartonshire HSCP**  L King updated the group on all Palliative care & bereavement educational/ training endeavours within West Dunbartonshire care homes, the carers centre and student Nurse awareness sessions. R Jones offered support to L King with this work moving forward.  **Mental Health Services**  M Fitzpatrick updated the group that within Mental Health, bereavement training will be included in their work plan.  **PPWH**  J Miller shared with the group that Bereavement Support plays a major role within the PPWH new 5 year strategy.  **Maternity Services**  C Harkins updated the group that within the Scottish Governments 2017 The Best Start: A Five-Year Forward Plan for Maternity and Neonatal Care in Scotland cognizance is given to the importance of Bereavement care and the Family. C Harkins shared that much work is ongoing around guidelines and best Practice within this. C Harkins also updated the group of the contemporary/ restorative Clinical supervision model that is being used. |  |
| **8.** | **Palliative Care Website & Resources**  P Corrigan asked group for assistance in updating the Public Bereavement Web content. L Nixon & EO’ Donnell to assist. P Corrigan talked around the proposed Bereavement resource cards. P Corrigan to contact AF Fisher & H Morrison regarding same. PC shared that the Bereavement group webpage link will be circulated to the group via email. |  |
| **9.** | **Feedback from NES group**  B Johnston stated that she cannot attend the next 2 National Meetings. P Corrigan to attend February 2018, EO’ Donnell to attend May 2018. B Johnston and CO’ Neill shared with group that across Scotland there is much interest within Palliative Care Nurse leads to provide ‘Comfort Packs’. The initiative would aim to enhance the inpatient experience of end of life patients and relatives. The group asked for this to be added to the agenda of the next meeting. |  |
| **10.** | **Bereavement Feedback from Website**  Item not discussed. |  |
|  | **Summary of Actions**  **1.** MMcG to amend previous minutes  **2**. B Johnston to explore possibility of dedicated admin support for group  **3.** EO’ Donnell to become communication link  **4**. MMcG to invite G Whyte to a group meeting  **5**. A Slater to explore possibility of including bereavement info within HR connect tab (staff support)  **6.** A Slater to join group  **7.** B Johnston to scope for any update plans/ proposals re: Death in Hospital Policy and Last Offices  **8.** EO’ Donnell to liaise with Colleagues re: Bereavement literature accessibility  **9.** T Elrick to share risk assessments with BJ  **10**. LMcQ to liaise with P Corrigan re training: adding Bereavement conversations to communication matrix  **11.** R Jones to liaise & support L King  **12.** S Robinson to share Paediatric Psychology NES resource links with PC  **13.** L Nixon and EO’ Donnell to assist P Corrigan in reviewing Public Bereavement pages  **14.** P Corrigan to contact AF Fisher re: North Bereavement Service update  **15.** P Corrigan to contact H Morrison re: Beatson Bereavement Hub update  **16.** P Corrigan to attend Feb 18 NES Bereavement Meeting  **17.** E O’ Donnell to attend May 18 NES Bereavement Meeting | **M Magennis**  **B Johnston**  **E O’Donnell**  **M Magennis**  **A Slater**  **A Slater**  **B Johnston**  **EO’ Donnell**  **T Elrick**  **L McQueen**  **R Jones**  **S Robinson**  **L Nixon & EO’ Donnell**  **P Corrigan**  **P Corrigan**  **P Corrigan**  **E O’ Donnell** |
|  | **Time and date of next meeting**  **Tuesday 8th May 2018**  **11.30 – 1.30pm**  **Meeting Rm D, JB Russell House** |  |