**Palliative Care Practice Development Steering Group**



**Minutes of Meeting held on**

**Wednesday 21st November 2018**

**10.00 am – 12.00 pm**

**Room WS201 Beatson WOS Cancer Centre**

**Present:** Patricia O’Gorman (PO’G) (Co-Chair), Shirley Byron (SB) (Co-Chair), Kirsteen Cameron (KC), Paul Corrigan (PC), Allan Dickins (AD), Frances Downer (FD), Susanne Gray (SG), Elayne Harris (EH), Susan Jackson (SJ), Bridget Johnston (BJ), Russell Jones (RJ), David McCrohon (DM), Karen MacKay (KM), Claire O’Neill (CO’N), Jennifer Pennycook (JP), Elaine Stevens (ES), Georgean Stewart (GS)

**Apologies:** Margaret Fitzpatrick, Heather Lyle, Graham Whyte

**Minute-taker:** Emma Bradbury

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| **1.** | **Welcome and Introductions**  PO’G 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 Tuesday 28th August 2018 were reviewed. One error was noted on page 5 under AOCB, that Neil Pryde’s name was misspelled. No other amendments were needed. |
| **4.** | **Action Points from Previous Meeting**  Action points to be discussed under agenda items. |
| **5.** | **Terms of Reference** (All)  The drafted terms of reference for the PCPDSG were reviewed by the group. Suggested amendments are noted below:   * **“Purpose of the Steering Group” on page 1:** the third paragraph needs amending to state “NHSGGC initiatives for Palliative Care Practice Development...” * **“Specific Priority Areas” on page 1:** the first bullet point needs expanding to include a statement that all localities will feed back to the group. * **“Chair” on page 1:** it was agreed that it should state that there will be a Term of Office of 2 years for the Chairs of the group. * **“Reporting Arrangements” on page 1:** It was agreed that it needs expanding to state “the group will be accountable to the NMAHP Group, in addition to group members’ individual responsibilities, as stated below under Group Membership”, or words to that effect. * **Contacting the Palliative Care Practice Development Steering Group on page 2:** “Chairperson” should be amended to “Chairpersons”. * **Group Membership on page 2:** Anne Todd, Bereavement, should state “Bereavement North.” BJs name should not come under the Education heading and her designation should be changed to Professor of Nursing and Palliative Care/NHSGGC Strategic Lead for Bereavement (?). * **Meetings of the Palliative Care Practice Development Steering Group Frequency, Attendance and Quorum on page 3:** It was agreed that the current time of the meeting (10.00 – 12.00) was the most convenient time for the majority of the group. It was decided that in future the quarterly meetings will be held on alternate Tuesdays and Wednesdays. * **Confidentiality:** This needs amending to include a statement on the need for members to inform PC if there is any content that they do *not* want included on the Palliative Care website. * **Review of Terms of Reference**: “2 year” needs amending to “2 years”.   There was some discussion on improving representation within the group. It was noted that there was no representative from Inverclyde, nor is there currently a GP representative. It was also a matter of concern that the group is nurse dominated, with few AHCP representatives. It was noted that Graham Whyte is the only medic in the group. It was acknowledged that some staff, medics in particular, cannot commit to attending the meetings regularly. It was also acknowledged that achieving the right balance with regard to the number of members was challenging, as it is important to be inclusive while still keeping the group a manageable size.  **ACTION:** PO’G and SB to contact User Communication Network to find out who is not represented and if they can join.  CO’N suggested contacting the 6 HSCPs to ask if they wish to nominate someone, possibly asking the Palliative Care Information Group contact if they would like to be the representative from their HSCP.  It was identified that Claire Richie was the best person to contact to ask if any further ACHP representatives.  SB emphasised that it was very helpful to receive agenda items from members of the group and encouraged the group to send these to either PO’G or SB prior to each meeting. |
| **6.** | **National ACP** (Shirley Byron)   SB explained that within Primary Care, staff have been encouraged to initially complete the last 4 pages (My Summary section) of the National ACP booklet. It was noted that this is the most up to date documentation to use, however there is currently a review of the National ACP booklet underway. The group agreed that the patient/resident information put in the ACP booklets needs to be transferable.  It was acknowledged that the My Thinking Ahead and Making Plans (MTAMP) booklet is still very much in use, particularly within Acute. It was agreed that it should still be kept on the Palliative Care website, along with the National ACP booklet. |
| **7.** | **DNACRP update** (Shirley Byron)  SB and PC are still attempting to contact Dr Craig Masson. The Guidelines have not yet been put on StaffNet.  **ACTION**: SB will contact Craig Masson again and will feed back to the group. |
| **8.** | **Confirmation of Death** (All)  BJ updated the group on Confirmation of Death (CoD). Under CoD, now any registered health professional can confirm death. Going forward, Verification of Expected Death (VoED) should be termed Confirmation of Death.  SB explained that updating the policy on CoD is proving challenging. SB also made clear that the Primary Care Palliative Care Team will only be providing CoD training for Nurses in Community.  Karen Jarvis, Chief Nurse in East Renfrewshire, is the lead on CoD.  **ACTION:** PO’G and SB to contact Karen Jarvis to get questions on CoD answered. |
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| **9.**  **10.**  **11.**  **12.**  **13.** | **Palliative Care Online Information Update** (Paul Corrigan)  PC gave an overview of the Palliative Care website, highlighting the Hospice, Care Homes and GP training pages which have been updated. The design of the website has been changed slightly to be more simple and user friendly.  PC mentioned that there are plenty of cards available to take, or to contact him if any members need any.  **Bereavement update** (Bridget Johnston)  BJ gave a brief update on how the bereavement group is progressing. The Bereavement Hub at GRI, led by Anne Todd, which started in October 2018 is doing very well. Members were invited to go and visit it if they had an opportunity.  It was noted that Bereavement continues to struggle with funding, much of the funding comes from charities. All CRUSE counsellors are volunteers.  **Hospice Update** (Susan Jackson)  SJ informed the group that the aim is that there will always be a representative from the 6 hospices at future meetings. After the previous meeting, the hospices had been making greater efforts to meet together more regularly. They have scheduled their meetings after the PCPDSG meetings, in order to feed back relevant information to the hospices. Each hospice should feed back to the representative at the PCPDSG meetings.  Hospices are attempting to implement ACP. They have also made contact with Greenock Prison regarding End of Life Care.  **A.O.C.B**  West of Scotland Palliative Care Conference for Ayrshire & Arran and Lanarkshire Health Boards: Elaine Stevens informed the group that there is not yet a date or venue for this training. She asked that if anyone in the group can offer any help on this planned training, please can they contact her.  **ACTION:** ES to email information on this to SB or PO’G, who will then email out to the group.  Round table sharing and discussion:  JP is trying to get more staff at the Beatson through relevant training. It would help to make CASS more user friendly. CO’N noted that the 13 standards of CASS are currently being reviewed to make it more easy to use.  FD mentioned that at St. Vincent Hospice they have been doing work on bereavement for children  BJ stated that the Palliative Care Guidelines should be finalised early next year. BJ is also working on a project on end of life care in prisons in Scotland.  KM is trying to get funding for bereavement services.  RJ mentioned that at Glasgow University there had recently been an evening education session on end of life, which he had personally found very helpful.  GS informed the group that staff are very keen to attend the training put on by the Primary Care Palliative Care Team.  SB announced that there will be a new Macmillan Nurse Facilitator starting in January 2019. SB also informed the group that the Primary Care Palliative Care Team will be trialling half day CME T34 Syringe Pump training. This will only be for experienced nurses who have already attended a full day of CME T34 training.  CO’N updated the group on the Rapid Discharge End of Life document, which is currently being reviewed. Jackie Wright, Practice Development Facilitator, is coordinating this. The aim is to make the document less wordy and more of a quick reference guide.  EH stated that the Palliative Care Kardex is still under review and will hopefully be completed soon and relaunched.  SG mentioned that implementation of SPAR and HIS are currently the main points of focus.  **Date of Next Meeting**  The next meeting will be held on Wednesday 20th February at 10.00am to 12.00pm in room WS201 in The Beatson West of Scotland Cancer Centre.  Dates of scheduled 2019 meetings:   * Wed 20th February * Tue 28th May * Wed 21st August * Tue 3rd December |