## Palliative Care GGC Website Reference Group

## Minute of Meeting held 19/11/18 at New Victoria Room 2.17B

Present: Paul Corrigan, Stuart Milligan, Claire O’Neill, Euan Paterson

Minutes: Emma Bradbury

Apologies: Mairi Armstrong, Shirley Byron, Katie Clarke, Francesca Gray, Elaine Stevens

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| **No.** | **Item** | **Action** |
| **1** | **Minute of Previous Meeting**  Minute of 29/05/18 meeting approved (August meeting cancelled) |  |
| **2** | **Website – Health Care Professionals area**  PC updated the group on the updates he had made to the Palliative Care website and covered web pages that had recently been updated. The drop down submenus had been simplified for ease of use. Hospice page has been updated and some resources on the GP Evening meetings page have been archived.  **ACTION**: EP to check the GP resources/links on web page are still up to date.  **ACTION**: PC to contact EP, KC and FG about content on GP Home page and confirm if GPs have StaffNet access in order to view training resources.  The GAEL document is being revised and will be updated on the End of Life Care webpage 2019. Rapid Discharge document is also being revised by Jackie Wright.  **ACTION**: SM to send PC latest link to Palliative Care on UWS website.  DNACPR – PC is still awaiting an update on publication of local guidance.  CON updated the group on RESPECT. It is moving forward in Forth Valley and Fife. There may be a full time clinical lead for RESPECT starting in January 2019. There is an online hub.  **ACTION**: CON will look to see if she has any links and if so will forward to PC.  There was some discussion on whether the National ACP booklet should come before the My Thinking Ahead and Making Plans (MTAMP) booklet on the Planning Ahead/ACP webpage. It was decided to continue to include links to both booklets.  **ACTION**: PC to email Paul Adams re update on Community use of ACP booklet.  **ACTION**: If anyone else hears of any update/information on ACP documentation please can they inform PC.  CON also suggested raising the issue of ACP and MTAMP booklets at the PCPDSG meeting on 21/11/18.  Hospice Education has been added to a new webpage. PC will contact the Hospice Education Group regarding additional content for this webpage.  **ACTION**: PC to email CON regarding publication of updated Scottish Palliative Care Guidelines early 2019.  CON suggested duplicating StaffNet community referral information on the Palliative Care website.  **ACTION**: PC will copy this content to the Palliative Care website.  Glasgow & Clyde Palliative Care Network Group: EP informed the group that the minutes from their last meeting are now on the website.  Glasgow & Clyde Palliative Care Communication Web: it was agreed that it is important for all members to take the lead in sharing information and that it should not fall to just one or two members. SM enquired about making the process of sending emails to Communication Web members more user friendly.  **ACTION**: PC and EP will look at developing the Communication Web webpage.  PC showed the group a draft of the redesigned home page, which was less busy and had a reduced menu option. This was in response to website testing and informal feedback previously received.  **ACTION**: PC will add content to the draft page and share with the group. | EP  PC  SM  CON  PC  ALL  PC  PC  PC  PC |
| **3** | **Website – Content for Patients/Carers**  PC reported that all patient/carer palliative care web pages have been checked and updated. Unfortunately, stats on user numbers have not been available this year due to communications team’s difficulties with Google Analytics.  The group discussed the definition of “what is palliative care.”  **ACTION**: “What is Palliative Care” webpage to be reviewed – if any group members have suggestions for this webpage please circulate to the group.  PC noted that Health Improvement and Patient Experience staff have recently assisted in writing web page content, including a short paragraph for the Food, Fluid and Nutrition (FFN) web pages. | ALL |
| **4** | **Website Promotion**  PC and other Palliative Care staff have been promoting the website at various education and practice development events throughout 2018. PC will continue to attend local HSCP Palliative Care groups to promote the website and network with key staff.  Quarterly website usage figures are [published on the website](http://www.palliativecareggc.org.uk/?page_id=1036). PC circulated website referral figures.  PC demonstrated TweetDeck social media management tool and the group discussed some recent palliative care resources that have been highlighted on Twitter. |  |
| **5** | **Meeting Schedule 2019**  It was agreed to reduce meetings from four to three per year.  **ACTION**: PC to send out meeting dates for 2019. |  |
| **6** | **AOCB** |  |