**Palliative Care Practice Development Steering Group**

**Minutes of Meeting held on**

**20th February 2019**

**10.00 am – 12.00 pm**

**Room WS201 Beatson WOS Cancer Centre**

**Present**: Shirley Byron – Co-Chair (SB), Patricia O’Gorman – Co-Chair (POG), Kirsteen Cameron (KC), Paul Corrigan (PC), Allan Dickins (AD), Frances Downer (FD), Margaret Fitzpatrick (MF), Susanne Gray (SG), Elayne Harris (EH), Bridget Johnston (BJ), Russell Jones (RJ), Karen MacKay (KM), Claire O’Neill (CON), Ann Silver (AS), Elaine Stevens (ES)

**Minutes**: Emma Bradbury (EB)

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| **1.** | **Welcome and Introductions**SB welcomed all to the meeting. Introductions were made around the table. |
| **2.** | **Apologies**Apologies were received from Margaret Connolly, Susan Jackson, Les McQueen, Jennifer Pennycook and Anne Todd. |
| **3.** | **Minutes of Previous Meeting**The minutes of the previous meeting held on 21st November 2018 were reviewed by the group. Amendments noted as detailed below:* *Item no. 8*: Sentence to be removed: “NES has stated that they are the ones who need to train staff on CoD, not each health board”.
* *Item no. 10*: Change spelling of name “Jones” to ‘Johnston’.
* *Item no. 12*: “West of Scotland Palliative Care Training...” to be changed to “West of Scotland Palliative Care Conference...”

Other than the listed amendments the minutes were agreed. |
| **4.** | **Action Points from Previous Meeting**

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| Shirley Byron / Patricia O’Gorman | * SB has emailed both Christine Hennan (Inverclyde) and Leanne Collell (East Dunbartonshire) for representation from both HSCPs. SB has also contacted Social Work for representation from that discipline.
* Action under DNACPR update – see Item no. 7
* Action under Confirmation of Death – see Item no. 8
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| **5.** | **Terms of Reference** (All)SB asked the group for feedback for the drafted Terms of Reference. BJ asked that in item no. 6 of the ToR, she be listed under a new heading, ‘NHS GGC’ and be listed as ‘Florence Nightingale Foundation Clinical Professor of Nursing/NHS GGC Strategic Bereavement Lead’.BJ requested that item no. 12 be reworded where it refers to NHAHP. (She reports to Patient Carer Experience Group).BJ raised the concern that it may be too much for ES to be the only representative in the group under Education. ES offered to liaise with other Universities to see share information from the PCPDSG or to nominate a deputy attendee when ES is unable to attend.SB informed those present that the above changes will be made to the ToR and it will be distributed to the group within the next couple of weeks. If there are not further amendments the document will then be considered finalised and be made available on the palliative care website. |
| **6.** | **ACP Template** (Shirley Byron)SB explained that David Williams, Chief Officer of Social Care, is keen to improve/promote completion of the My ACP booklet and eKIS template document. Dr Craig Masson, Clinical Director in East Renfrewshire, has been leading on the eKIS template promotion and all six HSCPs have signed up to this. He has recently sent out a covering letter to all GGC GPs, encouraging completion of the eKIS.SB related how in Riverside Care Home they have been encouraging completion of the ‘My Summary’ section of the My ACP booklet when training staff.SB mentioned that Paul Adams, Head of Primary Care & Community Services, is very keen to promote the National My ACP document within Glasgow City HSCP.SB had emailed the ACP template to the group prior to the meeting. Very few in the group had been aware of the ACP template prior to SB distributing it. It was clarified that the ACP template is not designed to replace the National My Anticipatory Care Plan (ACP) booklet. However, it was discussed that the wording of the template could be seen as misleading. CON had previously raised concerns about the term “wishes” under Resuscitation as this makes it sound like people have a choice rather than this being a clinical decision by the multidisciplinary team.All agreed that it was a matter of concern that this template has apparently not been shared more widely. It was acknowledged that clearer guidance/clarification is needed regarding the purpose of the document, who needs to complete it and how it will be rolled out. Another matter of concern was if District Nurses will be required to complete the template, as it was acknowledged by all that District Nurses are already working to full capacity.**ACTION**:SB will contact Dr Craig Masson again for clarification of the above points and feed back to the group. |
| **7.** | **DNACPR Update** (Shirley Byron)SB informed the group that previous emails from Dr Craig Masson had confirmed that the DNACPR update had been completed and would be available soon.The document was last updated in 2016, but the 2010 version is still on StaffNet. On the Palliative Care website the links are to the correct version. Also, all paper documentation on wards in the acute setting are the updated version of the DNACPR document. PC, SB and CON have been trying to see to it that the updated DNACPR documentation be available on StaffNet. To date this has not been completed. There is also no link on StaffNet to the Palliative Care website, PC has not yet been able to find out who is responsible for changing the relevant pages on StaffNet. **N.B.** Following on from the meeting, PC has been informed that the StaffNet Team have updates the DNACPR page, link below: <http://www.staffnet.ggc.scot.nhs.uk/Acute/Emergency%20Care%20Med%20Specialities/Resuscitation/Pages/DNACPR.aspx> |
| **8.** | **Confirmation of Death Update (CoD)** (Shirley Byron/Susanne Gray)Karen Jarvis is leading on this. Forth Valley and Glasgow are further forward with their own CoD policies. There will be a further NES meeting with all health board representatives regarding CoD in April 2019. Changes previously discussed with regard to a draft storyboard for a video will be confirmed. A Frequently Asked Questions document will also be circulated to the NES CoD group membership for review. There is still work to be done on the reporting template and guidance feedback documentation. It was mentioned that another health board had recently removed the DNACPR form and instead were using the ReSPECT document. ES clarified that this is a pilot project, to assess the possibility of replacing the DNACPR forms with the ReSPECT form at some point in the future. It was agreed that this raises concerns, as the two documents are not the same thing. ES stated that Juliet Spiller, who is leading on ReSPECT, is the best person to contact regarding this. |
| **9.** | **Palliative Care Online Information Update** (Paul Corrigan)The next Website Reference Group meeting is in March. PC attended local HSCP Palliative Care Implementation Groups to promote the website, particularly education and care home resources.The ACP, DNACPR, CoD/VOED updates already discussed will be added to the website when available. PC is currently updating referral to hospices and Lanarkshire Palliative Care details. Recent education updates to the website include links to free care homes online education, UWS Palliative Care Higher Education and search filters to find articles on palliative care.Meeting with staff developing a new StaffNet website / area for district nurses with a view to cross-promotion of this and our palliative care resources.  |
| **10.** | **Bereavement Update** (Bridget Johnston)BJ informed group that they have received some funding to train reception and mortuary staff. The plan is for them to attend SAGE & THYME Workshops (with Acute Practice Development Team) and reflective sessions.BJ also asked that if anyone has had any experiences with CRUISE (positive or negative), to please let her know. They are currently reviewing the agreement with CRUISE and it would be helpful for BJ to receive any feedback. It was acknowledged that there are challenges in the system, for example the need to be self-referred. MF suggested BJ contact Rona Wall, who may be able to help.RJ acknowledged that it’s very difficult to assess how long a person needs before being referred for counselling.BJ and ES are both part of a short life working group, looking at replacing the Shaping Bereavement Care document with New Bereavement Standards. |
| **11.** | **Hospice Update** (Frances Downer, on behalf of Susan Jackson)All the hospices continue to meet quarterly, with their Minutes and ToR passed on to PC to make available on the Palliative Care website.Accord: Continuing to work with local care homes with education, including SPAR in conjunction with Renfrewshire HSCP and St Vincents. Namaste End of Life Care for people with Dementia Three Day course twice yearly – fully subscribed. Increasing collaborative work with PPWH in terms of education and project work. Now under GGD Sage & Thyme licence and collaborating with Acute PD communication skills group.Ardgowan: Currently involved in providing training for the staff who will deliver a new home care service (aimed at people thought to be approaching the end of life) which Inverclyde HSCP is piloting. Worked with the community nursing team on several of these initiatives. There has been much interest shown in palliative care by all these groups. There is also increasingly close collaborative work taking place. Recently provided training for care homes staff, residential homes staff, first responders and ambulance service personnel.PPWH: Deuchen Muscular Dystrophy Study Day for professionals, patients and carers at Beardmore on Sunday 12th May. Continuing young adult work. Leadership programme and increasing collaboration with Accord A/A.Marie Curie: No specific feedback but aware of some recent staff changes within practice development.SMOSH: Fri 8th March – Lunch and learn session Juliet Spiller – ReSPECT (free). If want more info, contact St Margarets or look at their website.St Vincents: Community and business reviews. Also SPAR – local care homes and Renfrewshire HSCP. |
| **12.** | **A.O.C.B**Subcut fluids guideline:SB informed the group that there has been an incident in Primary Care regarding the use of subcut fluids. Julia Egan, Chief Nurse Glasgow City, will lead a group to discuss this further. Kardex update:SG has completed Kardex updates with EH, this has been sent to the citywide Palliative Resource Nurse group (PRN) for final comments. PC put a link on the palliative care website to the drafted Kardex. Once approved, it will be launched, possibly in May. The process for ordering the Palliative Care Kardex will be through Procurement.Scottish Palliative Care Guidelines:BJ informed the group that the above guidelines have all been updated. They will be on website first, then on the app, then paper copies will be available. There is currently no scheduled dates yet. EH has managed to obtain some funding for paper copies of the booklet.  |
| **13.** | **Date of Next Meeting**The next meeting will be held on Tuesday 28th May 2019 at 10.00 am - 12.00 pm in room WS201 in The Beatson West of Scotland Cancer Centre. |