## Palliative Care GGC Website Reference Group

## Minute of Meeting held 11/03/19 at Clutha House

Present: Paul Corrigan (PC - Chair), Katie Clark (KC), Stuart Milligan (SM), Claire O’Neill (CON) & Euan Paterson (EP)

Minutes: Emma Bradbury (EB)

Apologies: Mairi Armstrong, Elaine Stevens, Francesca Gray

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| **1** | **Minutes of Previous Meeting**PC welcomed all to the meeting. Minute of 19/11/18 meeting was approved following one change to Item 2 (ReSPECT). | **Action** |
| **2** | **Website – Health Care Professionals**GAEL documentation update will follow updates to Scottish Palliative Care Guidelines. GP content has been reviewed by EP, KC and FG. **ACTION**: Further review will take place before next website meeting.DNACPR links on StaffNet have been updated to 2016 national resources.ReSPECT Results from pilots in Fife & Forth Valley awaited. It is possible to register to get ReSPECT updates. New ACP documentation was discussed by the group.**ACTION**: PC will link with Mary Angela McKenna regarding distribution of ACP resources.**ACTION**: Community referral information is currently being updated and will be added to the website when available.It will be useful for the website groups to link in with new OOH leads.T34 update awaited on possible recall.**ACTION**: PC will link with Elayne Harris.**ACTION**: EP will ask if there’s anything (ToR, minutes, etc.) from the Moving Forward Together group that he sits on that can be added/linked to website.PC demonstrated the improved Glasgow & Clyde Palliative Care Communication Web.PC demonstrated the draft new design for the website featuring a prominent search facility, fewer menus, no slider on home page, new education calendar (separating education and events by different categories including acute and community), embedded videos (various palliative care videos currently in development).SM suggested an introductory video for the website – all agreed a good idea. The group agreed the new website layout was potentially an improvement, including the tabbed key resources. PC will continue to work on draft website, will try to get feedback by running the new website alongside the existing website for a trial period. | PC/EP/FG/KCPCPC/CONPCEP |
| **3** | **Website – Patients/Carers**PC reported that all patient/carer palliative care web pages have been checked and updated. |  |
| **4** | **Website Promotion**PC has attended local HSCP Palliative Care meetings to promote and raise awareness of the website. Twitter going well, there are currently over 500 followers. |  |
| **5** | **Group Membership / Meeting Schedule 2019**It was SMs last meeting as he is retiring at the end of May. PC thanked SM for his contributions to and support of the palliative care website.EP suggested hospice representation on the group to replace SM. **ACTION**: SM will take to the next hospice educators meeting and get back to PC. **ACTION**: Date for next meeting to be confirmed.  | SM/PCPC |
| **6** | **AOCB**N/A |  |