**Palliative Care Practice Development Steering Group**

**Minutes of Meeting held on**

**Tuesday 28th May 2019**

**10.00 am – 12.00 pm**

**Room WS201 Beatson WOS Cancer Centre**

**Present**: Shirley Byron – Chair (SB), Kirsteen Cameron (KC), Caren Chang (CC), Leanne Connell (LC), Paul Corrigan (PC), Susanne Gray (SG), Russell Jones (RJ), Heather Lyle (HL), Les McQueen (LM), Liz Smith (LS)

**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 Susan Jackson, Bridget Johnston, Patricia O’Gorman, Elayne Harris, Christine Hennan, Claire O’Neill, Elaine Stevens, Anne Todd, Graham Whyte |
| **3.** | **Minutes of Previous Meeting – 20th February 2019**The Minutes of the previous meeting were reviewed and agreed. |
| **4.** | **Action Points from Previous Meeting**

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| Shirley Byron / Patricia O’Gorman | * SB did contact Christine Hennan (Inverclyde), who agreed to send a DN Team Lead to attend future meetings.
* Leanne Connell (Senior Nurse, East Dunbartonshire) will attend future PCPDSG meetings.
* DNACPR – updated form is now available on StaffNet.
* CoD – to be discussed today under item 7
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| **5.** | **Listening Service – Test of Change** (Russell Jones)RJ handed round the table copies of the leaflet: The Listening Service, which has been produced with the Beatson’s approval. The test of change will likely run into September and then it will be reviewed.He then went on to explain that the service is completely person-centred and aims to help people who need someone to listen to them. It is not a counselling service, but will be facilitated by a trained member/volunteer of the Chaplaincy team. The team will respect people’s values and beliefs and are not judgemental. Instead they provide support through active listening. Radiotherapists and CNSs have engaged with this new listening service and will identify and refer people who many benefit from it. RJ informed the group that currently only radiotherapists and CNSs can refer to the service, however this may change in the future. To date, benefits of the service have shown a reduction in medications used by some patients.However one issue that has been identified is that there is no specific room/area allocated to the listening service.RJ will keep the group informed on this new initiative. |
| **6.** | **KIS/ACP Template and Rockwood Frailty tool** (Shirley Byron)Mary Angela McKenna, North West Service Manager is currently leading a group on this. The 6 HSCPs have agreed to work on the KIS Template (SB passed round the table a copy of the document). Glasgow City HSCP are still keen to implement the National ACP document, but are also keen for the 3-page KIS Template to be completed. At the moment this template needs to be completed as a paper/electronic PDF copy and then sent to GPs to upload on to eKIS.  Craig Masson, Clinical Director East Ren is keen to take this forward. LC stated that East Dun are committed to using the KIS template. KC stated that the plan is firstly for rehab teams to begin using this on EMIS, so they can audit it/pull data, then later this will be used by community district nursing teams. There was some discussion over eligibility criteria, which is why the Rockwood Frailty Tool has been added to the Template to help identify people who would benefit from an ACP/KIS Template being completed. It was acknowledged that there has not been much communication regarding this document, nor was there an official launch of it. There are still many questions regarding this document that need to be answered.KC informed the table that Mary Angela has drafted an implementation plan. The biggest issue is communication and how to share information. LC explained how they use the document in East Dun. If a patient/resident is scoring up to a 7 on the Rockwood Frailty Tool, the DN will then complete the KIS Template and send it to the GP practice. If they score 7 or above they are added to the Palliative Care register. So far nurses are saying that 7 is a good measure. In East Dun when ACP progress is being measured, the ACP Template gets counted as an ACP and they also count KISs. SB acknowledged that the problem is achieving consistency, as all HSCPs work differently. She highlighted that Paul Adams is still encouraging use of the National ACP document in addition to the KIS Template in Glagow City. SG stated that in Renfrewshire some GPs have never seen the KIS Template. LS and CC mentioned that they do get some information regarding patients, but it is often sporadic. KC mentioned that it would be helpful if the use of it could be measured, for example does it promote early discharge? Knowing the benefits of completing the KIS Template may encourage its use among nursing staff.It was agreed that this item should remain on the agenda. |
| **7.** | **Confirmation of Death (CoD)** **Update** (Susanne Gray)SB and SG are part of an NHS GGC group reviewing CoD. Karen Jarvis, Chief Nurse, is leading on this. SG was at the last NES meeting on this topic and provided an update. The work is continuing to be led by NES. All health boards are working on their own policies. NHS GGC have almost completed their draft policy (which reflects national guidance on confirmation of death) and a Standard Operating Procedure (SOP) detailing staff and patient groups it has been proposed that we extend this practice to initially. These are both with Mags Maguire for approval. Prior to CoD, some health boards had VoED well established, whereas others not at all. NES are currently looking at training resources they want developed around this procedure. They have drafted FAQs and a new ProForma to record the procedure when death is confirmed and they also plan to make a training video of the procedure.NES have quarterly meetings scheduled for this year (next meeting: 27th June). At present in NHS GGC, everyone is still working to the current VOED policy and using current documentation. It’s unknown who will pay for the new documentation.SB informed the group that the Primary Care Palliative Care Team will continue to train Registered Nurses working in the community setting in CoD if the new policy is adopted. |
| **8.** | **Palliative Care Online Information Update** (Paul Corrigan)Palliative Care GGC website and StaffNet Palliative Care Resource Editorial Group meetings will take place in June. If anyone has any additions for the web pages please contact PC.Several updates are in progress to palliative care resources and these will be added to the website when available. These include the Rapid Discharge Algorithm, CAS EOLC, Palliative Care Higher Education, Scottish Palliative Care Guidelines and SPAR videos. In addition a new Neonatal Palliative Care Team is being set up and their information will be linked in.PC highlighted a survey collecting feedback for the Moving Forward Together Group on End of Life Care, the survey closes on 19th June 2019.Bereavement information for the GRI service has been added to the bereavement web pages for professionals and the public. |
| **9.** | **Hospice Update** (Liz Smith/Caren Chang)Hospices continue to meet on a quarterly basis. These meetings are better enabling the hospices to support each other and are promoting collaboration and integration. Accord: Accord are still supporting the SPAR project with local care homes and continuing to deliver foundation level palliative care programmes for trained staff and carers, also the Namaste – dementia end of life care course in partnership with Ayrshire Hospice. Working with Acute re leadership programme and communication skills delivery and they have a Loss & Grief conference planned for 8th October in Paisley – Susan Jackson will circulate flyers.PPWH:Upcoming education services and courses:* Loss, Grief and Bereavement study day - Wed 18th September 2019
* DMD & sma Learning event - Tuesday 17th September - Golden Jubilee Conference hotel
* Breaking Bad News study day - date TBA

SMoSH:L&L session 25th June - Dr Louise McKenna ‘Using the Gold Standard Framework trigger questions to improve medical ACP’. In addition, all courses and education sessions circulated to extensive data base and available on the website. |
| **10.** | **A.O.C.B**Community Palliative Care Kardex update:SG informed the table that changes to the Kardex are all agreed and the feedback is generally positive. There is still the decision to make on the colour of the document, to ensure that it is not confused with the acute Kardex. Planning is underway for a test of change using the community palliative care Kardex to support discharge from hospital. Once that is decided there is some work planned on introducing dose ranges to areas that do not currently use them. It is hoped that the new version of the Kardex will be launched later in the summer.Online Masters in Palliative Care Course, University of GlasgowThere is a new online Masters in Palliative Care course commencing in autumn 2020 at the University of Glasgow. The course is aimed at Clinical Health Professionals and will be taught by palliative care professionals across a variety of settings. Course Leaders will be Paul Keeley and Joanna Prentice, Consultants in Palliative Care.Realistic Medicines (update by Les McQueen):In Response to 4 ‘Realistic Medicines’ papers and guidance from the Chief Medical Officer, GG&C has established a Board steering group Chaired by Alastair Ireland (Consultant in ED GRI). The Steering group has been successful with a bid to obtain/cover the cost of the licence fee for EC4H (external communication Skills Trainers) for a 1 year period. EC4H is currently working collaboratively with the steering group and internal GG&C trainers to develop a ‘train the trainers’ approach to communication skills. Plans to test the approach within 4 pilot areas across GG&C are currently being discussed. In addition the steering group will be trying to influence the development of a Board wide ‘Training Strategy’ for communication skills training. |
| **11.** | **Date of Next Meeting**The next meeting will be held on Wednesday 21st August 2019 at 10.00 am - 12.00 pm in room WS201 in The Beatson West of Scotland Cancer Centre. |