**NHS Greater Glasgow and Clyde Hospice Educators’ Group**

**Notes from meeting 15/07/2020**

**Zoom**

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| **Item No.** | **Discussion** | **Action** |
|  | **Present** Susan Jackson (**SJ**), Lorna Reid (**LR**),Sharon MacDonald **(SMcD**), Frances Downer **(FD),** Carol Pyper **(CP)****Apologies** Caren Chang **(CC),** Fiona Wylie **(FW),** Nicola O’Neill **(NoN)** |  |
| **1.** | Apologies as above |  |
| **2.** | Minutes of meeting of previous meeting accepted as a true recording. | **All** |
| **3.** | **Medicine Management Days**Agreement had been reached at the previous meeting to run the medicine management days this year as an ECHO programme. Discussion took place around the final arrangements for the pilot running in August. Nominations have come in from all 6 GGC hospices and Accord will host and coordinate the evaluation. All participants should be reminded to complete their registration details and return to Fiona Moore at Accord as soon as possible.Timetable was confirmed including pain, incidents, symptom relief policy and nausea and vomiting. Presentations and case studies will be presented by medical, pharmacy, CNS and education teams. It was noted that MC, Glasgow follow their national SRP policy as opposed to GGC Hospice SRP. This will be acknowledged during the session and staff reminded to always check their local practice. SJ asked for any incidents to be sent to her for inclusion in the incidents session. Some already received from MC, Glasgow and St Vincent’s and SMcD offered a community based example. It was agreed that a before and after question regarding level of knowledge should be added to the learners’ evaluation.A mock ECHO session will be held on Tuesday 21st July in preparation. | **All****All****LR****LR/SJ** |
| **4.** |  **GGCPCPD**Last meeting had been cancelled however the meeting planned for the 19th August 10am -11.30am will go ahead via Microsoft Teams – details tbc. SMcD has agreed to attend and represent the group. | **SJ/SMcD** |
| **4.** | **Way Forward for Group**It was noted that the terms of reference for the group were due to be reviewed at the end of this year so they will be circulated for comment and for group members to discuss the future remit and purpose of the group at the next meeting.General consensus was that the group is a useful collaboration and should continue.  | **All** |
| **7.** | **AOCB**SJ reported that the current Inspiring Leadership Programme will continue into 2021 with remaining 2020 dates and content to be delivered virtually. Participants and line managers have been informed.Some general discussion around alternative delivery of statutory and mandatory training – i.e. fire safety and ILS. | **SJ****All** |
| **8.** | **Date of next meeting**Wednesday 23rd September 2-3pm by Zoom | **All** |