**Palliative Care Practice Development Steering Group**

**Minutes of Meeting held on**

**Wednesday 26th February 2020**

**10.00 am – 11.30 pm**

**Room WS201 Beatson WOS Cancer Centre**

**Present**: Shirley Byron – Co-Chair (SB), Patricia O’Gorman – Co-Chair (PO’G), Caren Chang (CC), Paul Corrigan (PC), Susanne Gray (SG), Bridget Johnston (BJ – linked via phone) Sharon MacDonald (SM), Karen MacKay (KM), Elaine Stevens (ES), Graham Whyte (GW)

**Minutes**: Emma Bradbury (EB)

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| **1.** | **Welcome and Introductions**  SB welcomed all to the meeting, including Professor Johnson who was linked in to the meeting via phone. Introductions were made around the table. |
| **2.** | **Apologies**  Apologies were received from Leanne Connell, Allan Dickins, Sarah Gray, Heather Lyle, David McCrohon, Claire O’Neill and Anne Todd. |
| **3.** | **Minutes of Previous Meeting**  The Minutes from the meeting held on 3rd December 2019 were approved following one amendment from SG – Item 13 - AOCB, the 2nd paragraph should read “Kardex Guidance will be available as an interactive PDF”. |
| **4.** | **Action Points from Previous Meeting**   |  |  | | --- | --- | | Shirley Byron / Patricia O’Gorman | * SB updated the group that currently the RESPECT document is not being used in Primary Care or Acute. BJ informed the group that she was going to a meeting the next day and if she hears any update she will let the group know. | |
| **5.** | **Sub-cutaneous Fluids** (Shirley Byron)  SB informed the group that the Sub-Cutaneous Fluids Standard Operating Procedure (SOP) is now on the website, along with the Information leaflet and the Adult sub-cut fluid prescription & administration chart - link below.  Subcutaneous Fluids Community Nursing Information:  <https://www.palliativecareggc.org.uk/?page_id=5442>  SB emphasised that this SOP is only relevant for Community Nurses looking after patients at home. It is **not** relevant for Care Homes. The SOP directs attention to the National Guidelines and the importance of good communication.  SB explained that sub-cut fluids are rarely used within Primary Care, but this SOP is in place to provide guidance on those rare occasions when sub-cut fluids are required. |
| **6.** | **Guidance at End of Life (GaEL)/Rapid Discharge** (Patricia O’Gorman)  PO’G informed the group that the Rapid Discharge document was due for review and has now been updated. It is guidance for acute staff to enable rapid discharge – from acute to home. Each hospital ward within NHS GGC has been issued one copy of this document, along with directions on how to access an electronic copy.  Each ward will also be issued one copy of the updated Scottish Palliative Care Guidelines booklet, along with directions on how to access it electronically.  GAEL is a NHSGGC clinical guideline hosted in the guidelines directory it was due update Oct 2019, a one year extension given to allow for updating.  There has been some initial scoping done within the Acute sector asking staff if they know about GAEL and how user friendly it is. Feedback to date suggests that there is lack of awareness of the guidance, it is too wordy and that most nursing staff want a checklist of what to do/not to do. The result of this scoping suggests that a more user-friendly guidance needs to be designed. The small working group are looking at different design options.  A larger multi-sector group will review content. It was mentioned that there may be differences between Acute and Primary Care, but the guidance will be in line with National guidance. The aim is to have this project completed by the end of 2020.  SB mentioned that the GAEL document is not widely used in Primary care and SG agreed with this. SB asked about the governance around the document and asked BJ if she knew about this. BJ said that Claire O’Neill, Palliative Care Lead Nurse, would be the person to ask about this.  **Action:**  BJ said she is attending an NMAP meeting on Monday 2nd March and will report back to the group.  SB to ask Claire about the Governance around GAEL. |
| **7.** | **Anticipatory Care Planning (ACP) template/Rockwood Frailty tool - update** (Shirley Byron)  The 6 HSCPs have agreed to use the 4-page ACP Template. Community nurses within Glasgow City HSCP have had ACP awareness training which was delivered by Practice Development. The ACP template/ Rockwood Frailty tool is available on clinical portal. The aim is that if a patient has a score of 7 or above on the Rockwood Frailty Tool it should initiate discussion around ACP. It remains to be seen what progress is made with completing ACPs and, more importantly, transferring the information to Clinical Portal. Within Glasgow City HSCP, quarterly audit data will be collected on ACP progress across the sectors from rehab teams and community nursing teams.  SG mentioned that the ACP Template is not well known in Renfrewshire HSCP. SB explained that it was the 6 HSCPs planning managers meeting group that took this work forward. SB suggested SG contact Renfrewshire’s Planning Manager for more information on what is happening in their area. |
| **8.** | **Confirmation of Death - update** (Susanne Gray)  SG informed the group that the next NES meeting is on 31st March 2020. The CoD resources will be on the Support around Death (SAD) website – link below.  <http://www.sad.scot.nhs.uk/support-around-death-news/2020/february/confirmation-of-death-best-practice/>  Karen Jarvis, Chief Nurse Renfrewshire HSCP, has sent the SBAR document and draft policy to Dr Mags McGuire.  BJ voiced a query re training from community hospitals, her understanding is COD is being led with Karen Jarvis. The updated info is on the NES website.  It was queried whether the CoD form should be in electronic or carbon copy format, this has still not been decided. BJ asked for SG/SB to send her a copy of the GGC policy, then she will raise it at a meeting she will be attending.  **Action:**  SG will check with Karen Jarvis that SG has the latest version and then will send to BJ. |
| **9.** | **Bereavement Update** (Professor Bridget Johnston)  NHSGGC Bereavement Steering Group link:  <https://www.palliativecareggc.org.uk/?page_id=3410>  National work is on-going to devise a charter for Scotland. Currently at consultation stage, group meetings are being held across the country. A questionnaire will be sent out (everyone will be able to complete it). Friday 13th March is the Edinburgh date, Monday 23rd March is the Glasgow date. ES mentioned that positive feedback has been received.  BJ is going to do paper for senior management on bereavement care across NHSGGC. An annual report has recently been completed on the GRI Macmillan funded bereavement service.  **Action:**  BJ will speak to PC regarding uploading the annual report to the palliative care website.  There is on-going work on the CRUSE bereavement support contract with the board.  NES have a small annual budget for NHS board bereavement activities. BJ has successfully bid for 2 small grants to provide training and revise the current guidance around last offices in Acute and for memory making activities in QEUH critical care.  Last year’s funding for mortuary staff is now complete – there will be a report done on that in the next few weeks.  Research is being carried out to evaluate the QEUH Critical Care bereavement service. Funding has been received for this.  The minutes from the Strategic Bereavement meeting are now on the website.  GW informed the group that following the highly successful Macmillan conference held at the end of 2019, the videos of each speaker are now live on the SAD website.  GW confirmed the date for the next conference: Friday 20th November 2020 at the Royal College for Physicians in Edinburgh. It will be along the same lines as last year’s conference. There will be between 200-300 attendees this year. They will try to get a varied audience. More information re the conference will be provided as it becomes available.  GW also spoke about air ambulance, there is attention being given to doing work around suicide bereavement.  BJ stated that if anyone wants further information regarding the above to contact herself (or GW if regarding NES). |
| **10.** | **NHSGGC Research Update** (Professor Bridget Johnston)  BJ gave an update on various palliative care research projects. Further information will be added in due course to the Palliative Care (link below) and University of Glasgow web pages.  Palliative Care research page:  <https://www.palliativecareggc.org.uk/?page_id=5102> |
| **11.** | **Hospice Update** (Caren Chang & Sharon MacDonald)  Link to hospice education:  <https://www.palliativecareggc.org.uk/?page_id=4039>  **Report**: Medicines Management in collaboration with the 6 Hospice Group will commence in March.   * Marie Curie 26th March * St. V 21st or 22nd April * ACCORD 28th May * Ardgowan Sept (Date TBC) * St. Margaret’s  (October) * PPWH Nov 26thNov   **St Margaret of Scotland Hospice**   * Thank you to the NHSGGC Practice Development Team for the sessions and courses- access greatly appreciated * 850 people attended training and education at SMoSH in 2019 * Hospice Education Programme   + This has been developed for 2020 and is now online * GCU BSc Professional Studies in Nursing   + Palliative Care Programme – will commence September 2020 and contain 3 modules – all 20 SHE credits - delivered at L9&L10     - Enhancing Palliative and End of Life Care – St Andrew’s Hospice     - Symptom Assessment and Management in Palliative Care – NHSGG&C/PPW Hospice     - Supportive Care at End of Life – focussing on both sudden and expected deaths – St Margaret of Scotland Hospice * Student Placements   + Students continue to experience Hospice placement from     - Glasgow Caledonian University – Nursing, OT and Radiotherapy     - University of Glasgow – 4th / 5th Year Medical Students – rotation of 3 students per fortnight     - Strathclyde University- 2nd year Social Work Student * Lunch & Learn Programme – *The Small Steps of a Giant Leap*   + This will focus on inspirational initiatives, digital technology, projects and developments that have transformed the care and support offered to those living with life altering / limiting illness   **31st March 1200-1330hrs** - Dr Chris Carlin (Consultant Respiratory Physician NHSGGC) to discuss  ‘*KenSci in the use of Artificial Intelligence and Machine Learning to help combat Chronic Obstructive Pulmonary Disorder (COPD)’*  SMcD mentioned that the new Chief Executive Jackie Smart is in the process of starting at SMoSH. |
| **12.** | **A.O.C.B**  Scottish Palliative Care Guideline Booklets  Elayne Harris is arranging distribution within Primary Care. POG already updated re acute.  Online Palliative Care Information update  PC referred the group to the web pages already covered in the agenda and highlighted that Education links have been added to the Palliative Care Masters course and the Macmillan Explore e-learning programme for Bank 5/6 nurses.  If anyone else has anything to link/add to the website please let PC know.  Sub-cut Fluids  GW queried if there is any way of knowing the number of patients at home who require sub-cut fluids? He acknowledged that numbers will be very low.  **Action**:  SB said she will see if she can find out from the N/E Service Manager.  SB highlighted that all members are welcome to ask SB or PO’G for agenda items to be added. SG asked that the Kardex be added as an agenda item at the next meeting. |
| **14.** | **Date of Next Meeting**  The next meeting is scheduled to be on Tuesday 26th May 2020 at 10.00 am - 11.30 pm in room WS201 in The Beatson West of Scotland Cancer Centre.  THIS MEETING IS UNLIKELY TO TAKE PLACE ON THIS DATE DUE TO THE CORONAVIRUS. AN EMAIL WILL BE SENT OUT WHEN THE SITUATION BECOMES CLEARER. |