**Palliative Care Practice Development Steering Group**

**Minutes of Meeting held on**

**Tuesday 3rd December 2019**

**10.00 am – 12.00 pm**

**Room WS201 Beatson WOS Cancer Centre**

**Present**: Shirley Byron – Co-Chair (SB), Patricia O’Gorman – Co-Chair (PO’G), Paul Corrigan (PC), Frances Downer (FD), Sarah Gray (SaG), Susanne Gray (SuG), Russell Jones (RJ), Heather Lyle (HL), David McCrohon (DMc), Claire O’Neill (CO’N), Liz Smith (LS).

**Minutes**: Emma Bradbury (EB)

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| **1.** | **Welcome and Introductions**PO’G welcomed all to the meeting. Introductions were made around the table. PO’G informed the group that going forward DMc will be attending the meeting in place of Kirsteen Cameron and SaG in place of Elayne Harris. |
| **2.** | **Apologies**Apologies were received from Susan Jackson, Bridget Johnston, Sharon Pettigrew, Elaine Stevens, Anne Todd. |
| **3.** | **Minutes of Previous Meeting**The Minutes from the meeting held on 21st August 2019 were approved. |
| **4.** | **Action Points from Previous Meeting**

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| Shirley Byron / Patricia O’Gorman | * **Item no. 5:** Elaine Stevens was going to report back re the RESPECT document, but she sent her apologies. CO’N updated the group regarding this. NHS Forth Valley and NHDS Borders are piloting this project, Forth Valley will be continuing with both RESPECT and DNACPR forms, Borders will only be using the RESPECT form. CO’Ns expressed the view that there needs to be a Senior Board decision on the way forward, as it will be tricky if the same procedure is not followed nationally, as patients do cross over different Boards. LS is going to the Scottish Collaborations Meeting on 5th December and will feed back to the group.
* **Item no. 10:** PC confirmed that the NHSGGC Hospice Educators do forward meeting minutes to him to be published on the palliative care website.
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| **5.** | **Sub-cutaneous Fluids** (Shirley Byron)SB informed the group that there has been a working group involved in producing NHSGGC guidance on sub-cutaneous fluids at end of life. The aim is to align the NHSGGC guidance to the Scottish Palliative Care Guidelines. A Standard Operating Procedure (SOP) has also been produced in conjunction with an information leaflet for families and carers. In the guidance, there is emphasis on the importance of shared decision making and communication between the Primary care team, patient and carers.This guidance will be applicable in Primary Care for patients at home **only** and does not apply to Care homes. The equipment for this procedure will be held in OOH bases.A memo will be sent in the near future to all GP practices and district nursing teams informing them of this new guidance. It was acknowledged that sub-cut fluids are used very rarely in Primary care and this is not expected to change. |
| **6.** | **ACP Template/Rockwood FrailtyTool Update** (Shirley Byron)SB explained that the ACP 4 page template based on the National Anticipatory Care Plan “My Summary” pages is now available on Clinical Portal. This template is a fillable PDF file which once completed by a health professional, arrives in Docman where it is available to GPs to cut and paste the information from the ACP to eKIS. SB mentioned that a a test of change in Riverside will commence in January with regard to the Service and Operational managers at the Care home having passwords to enable them to access Clinical Portal. They can then transfer information from their residents ACP plans on to the system.  |
| **7.** | **Confirmation of Death (CoD) Update** (Susanne Gray) There is not yet a resolution on when this will be implemented. NES have scheduled two further meetings for February and May 2020.There will be a video produced by NES showing the procedure for CoD. This is being filmed in-house to save on resources. The video is in draft stage and coming along well. Once the CoD pack is available it will be on the Support Around Death (SAD) website, link below.<http://www.sad.scot.nhs.uk/> There will be business-sized cards, listing the 5 clinical signs for CoD on one side and some self-care tips for staff on the other side.It is currently under discussion as to what form the CoD form will take, either electronic or carbonised. Deciding on this is proving to be more complex than initially thought. It is felt that it should be the same nationally. This is slowly progressing.The GGC policy has been sitting with Karen Jarvis, Chief Nurse Renfrewshire HSCP, and we are waiting for her recommendations on COD. |
| **8.** | **Palliative Care Online Information Update** (Paul Corrigan)Bereavement resources recently updated following a meeting of the GGC Bereavement Steering Group.Web page updates pending, as covered in the meeting agenda – ACP, VOED, Rapid Discharge Documentation, GAEL, Higher Education and Research. PC is linking in with David McCrohon, on cross promotion of palliative care and district nursing resources online. Palliative Care Web reference group membership is open to anyone who is interested in developing this resource.Cards with the website on it are available. |
| **9.** | **NHSGGC Research Update** (Bridget Johnston)No update as BJ had sent her apologies. |
| **10.** | **Bereavement Update** (Bridget Johnston)CO’N gave an update on this. The Minutes from the last Bereavement meeting are on the palliative care website. There are new mortuary standards coming out. The Acute Practice Development team have received funding for SAGE & THYME training to be delivered to Mortuary staff and ward clerks. This training has been very well received.  |
| **11.** | **Hospice Update** (Frances Downer/Liz Smith)FD updated the group as follows. All 6 hospices are working together for annual Medicine Management days, to update staff about medical issues and practices.In 2020 all 6 hospices will meet to collaborate.**Accord**: There is a new CEO, Jackie Smart, starting at the beginning of February. Jackie is currently General Manager for Surgery and Anaesthetics in the RAH. The hospice are continuing with Care home training and communication skills. They are waiting for CoD information for policy and practice update.**St Vincents**: Two link workers for the Renfrewshire Improving the Cancer Journey project are in post from the beginning of December 2019 and will spend a day at the hospice with staff learning about the work of the hospice.The Girls Support Group is a pilot project which was based around social activities for young people who have been bereaved. This project received funding from Lisa’s Gift, a charity fund based at St. Benedict’s High School. Youth ambassadors have been recruited from the group. The pilot is now almost complete. Future activities are being planned.A new 8-week pilot project, Living with Loss and Grief, started on 15th November 2019. A social worker and counsellor are leading on this. The sessions offer exercises to be used at times when people feel drained, anxious and low.In-house training is on-going.**Ardgowan, St Margarets and Marie Curie**: No updates.**PPWH**: LS updated the group. There has been a lot of focus on young adult transitions. The aim has been to try to get people engaged with each other and to encourage other adult hospices to take them on. They had a successful day in November and they plan to facilitate another one in 2020.PPWH have 2 dedicated beds for young adults, but these are not currently in use, they only have 14 beds. Other hospices do not have specific in-patient beds for young adults. |
| **12.** | **Dates for 2020**PO’G encouraged attendance at future meetings. If anyone cannot attend then they were encouraged to send a Deputy. The dates for 2020 are below:* Wed 26th February 2020
* Tuesday 26th May 2020
* Wednesday 19th August 2020
* Tuesday 24th November 2020
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| **13.** | **A.O.C.B**FD explained that there is currently a lot of pressure financially on hospices. It is unsettling for staff. They have not received pay rises, unlike NHS staff. There are ongoing discussions about these issues between senior managers. SuG commented on the Community Kardex. The updated Kardex has been approved for a while now, but the printing of the new Kardex has been held off as there was a large printout of the old Kardex. The Kardex Guidance will be available as an interactive PDF. The Guidance document is almost ready. Going forward the updated Kardex can be ordered on Pecos in boxes of 25. SB informed the group that the Primary Care Palliative Care Team will be moving out of Clutha House shortly and relocating to Lightburn Hospital.She also commented on how the team have noticed that Primary Care and Care home staff are really struggling to be released for training lately due to a lot of sickness and early retirals. Some Care home staff are attending training after coming off night duty.CO’N also commented on frequent issues in Acute with people not attending training, due to staffing issues. CO’N updated the group on the Scottish Palliative Care Guidelines. They have updated online and the app has also been updated. Regarding the booklets (of which the last version was 2015), it took several months for CO’N to get agreement from GGC and the 6 HSCPs to share funding for the printing of the booklets. They should be printed in the New Year, hopefully early 2020. CO’N also updated the group on the 2 day education course with manual: Enhanced Palliative Care Course for Generalists. Macmillan has agreed funding for the manual. The manual is now at draft stage. There was a planning meeting recently as to structure and content of the 2 day course -, the plan is for it to be very interactive. There will be a pilot in 2020, with a couple of 2 day programmes. Attendees will get the manual 6 weeks in advance. The target audience are GPs, hospital doctors, nurses, palliative care educators, etc. There will be a formal launch at a Macmillan study day. Neil Pryde, from Fife, has been leading on this and will continue to lead on this until completion, despite his retirement. There will be a cost attached to the course and manual which is as yet unknown, but the plan is to make it as affordable as possible to those on lower incomes. PO’G highlighted that the “What to do after a Death in Scotland” booklet is now only available online, not in paper copies. Also the “When Someone Dies” booklets are out of stock. SB expressed concern at this, as the What to do after a Death in Scotland booklet is used extensively in Primary care. CON said that for there to be more of these booklets printed, the HSCPs would need to fund the printing and mentioned that there is a formula that identifies which percentage each HSCP would need to pay. A suggestion was made by CO’N to reduce the timing of the PCPDSG meeting by 30 minutes due to the successful chairing of the meetings. This was agreed by those present. Future meetings will now be from 10am -11.30am. |
| **14.** | **Date of Next Meeting**The next meeting will be held on:**Wednesday 26th February**, **10.00 am - 11.30 am, room WS201,****Beatson West of Scotland Cancer Centre.** |