**Palliative Care Practice Development Steering Group**

**Minutes of Meeting held on**

**Wednesday 21st August 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), Dolly Beagent (DB), Paul Corrigan (PC), Frances Deeney (FD), Susanne Gray (SG), Elayne Harris (EH), Susan Jackson (SJ), Bridget Johnston (BJ), Russell Jones (RJ), Heather Lyle (HL), Claire O’Neill (CO’N), Elaine Stevens (ES), Graham Whyte (GW)

**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 Kirsteen Cameron, Leanne Connell, Margaret Connolly, Margaret Fitzpatrick, Karen MacKay, Les McQueen, Anne Todd |
| **3.** | **Minutes of Previous Meeting**  The Minutes from the meeting held on 28th May 2019 were approved with a minor amendment under item number 10 A.O.C.B (Online Masters in Palliative Care Course, University of Glasgow) |
| **4.** | **Action Points from Previous Meeting**   |  |  | | --- | --- | | Shirley Byron / Patricia O’Gorman | * All actions from previous meeting complete | |
| **5.** | **ACP template/Rockwood Frailty tool - update** (Shirley Byron)  All 6 HSCPs have agreed to implement the paper/electronic KIS template, following agreement by David Walker, Chief Officer, and the HSCP Planning Managers.  In Glasgow City HSCP an ACP/Frailty Group has been established to take this work forward.  There is currently a paper version of the KIS template, but the plan is to make an electronic fillable form available on Clinical Portal by the end of September/October.  Once completed, this information should be sent to GPs to encourage completion of eKIS/ACP.  SG reported that this process has not yet started in Renfrew HSCP.  SB informed the group that Chris Masson, Clinical Director in East Renfrewshire, had produced a KIS video for GPs. Glasgow City is still promoting the use of the National ACP documentation.  CON updated the group that work is going on to create an ACP section on Clinical Portal, which can be completed by different health professionals, in the hope of linking up different IT systems.  The RESPECT document was also discussed in relation to ACP. Currently the RESPECT document is being piloted in Forth Valley and the Borders.  **ACTION:**  ES will be attending the next meeting on this topic and will report back the results and timeframes of the pilot projects. |
| **6.** | **NHSGGC Research Update** (Bridget Johnstone)  Website page shown – Research page. PC can create a standalone page and link to it.  BJ informed the group that there are 6 PhD students currently involved in research within NHS GGC/University of Glasgow.  The research projects are based on the following topics:   * Intervention for Carers, involving a systematic review looking at carers’ reviews over the past 5 years * End of life in prisons * Cultural Issues in heart failure * Self-diagnosis/analysis of online forum, focussing on heart failure   A further 2 projects are planned for October looking at heart failure and the last year of life.  Views of Care project will be undertaken by Acute Practice Development Team to look at views of care in the last days of life using Catriona Maylands’ ‘Care Of the Dying Evaluation’ (CODE™).  Further information on the research topics listed above can be accessed via the link below:  [https://www.palliativecareggc.org.uk/Research/](https://www.palliativecareggc.org.uk/?page_id=5150)  BJ also updated the group on The Royal Hospital for Children, who now have a Palliative Care Team, this consists of one Consultant, two CNSs and an admin person. There is also a Chief Nurse in post for sick children. They are working on a children’s version of the Integrated Palliative Outcome Scale (IPOS).This is a 2 year project funded by CHAS.  BJ will provide research information to PC when available to publish on Palliative Care website. |
| **7.** | **Confirmation of Death (CoD) Update** (Shirley Byron/Susanne Gray)  SB updated the group on the last CoD meeting in Edinburgh. To date, a video storyboard to demonstrate the actual CoD procedure, the FAQs document and the new Proforma relating to CoD have been completed.  All health boards are still working on their own CoD policies. In NHSGGC, Glasgow has now completed a CoD policy for Registered Nurses which reflects the national guidance on CoD and a Standard Operating Procedure (SOP) on CoD. These documents are currently with the Director of Nursing for approval. BJ is attending the next Chief Nurses meeting on 16th September and will raise it there if Karen Jarvis, Chief Nurse, is not present.  CO’N asked if Karen Jarvis would be linking with the Acute sector once agreement on CoD has been reached. SB informed the group that Jennifer Armstrong, the Medical Director for Acute, was aware of this work.  SB and SG discussed that training would commence for community and care home nurses around CoD, once agreed.  NES wished updates on CoD to be shared with bereavement leads in each health board.  SB/SG will update BJ and GW after attending each NES meeting. |
| **8.** | **Palliative Care Online Information Update** (Paul Corrigan)  There is a new Research web page in the Education area of the website and BJ will supply content for a sub page on research from the University of Glasgow and NHSGGC.  Further updates will be made to the Higher education web page including UWS and UofG Palliative Care courses.  The Palliative Care Communications list is being updated and any members on this list can contact PC to request to stay on or leave in line with GDPR.  A new web page for Digital Legacy resources has been added following on from a June conference on this subject. Members discussed the resources and their own experiences of this issue.  Further updates to the website will be added when available including content on ACP and End of Life Care – a SPAR video has been added on the Care Homes page. |
| **9.** | **Bereavement Update** (Bridget Johnston)  National:  BJ informed the group that a Scottish Charter on Human Rights is currently being developed. The next meeting on this will be in Oct. There is a NES conference on 11th November, which is now fully subscribed.  Local:  There was a successful funding bid from NES for SAGE & THYME training for mortuary staff and ward clerks.  Bereavement bags are now available on PECOS, item number G00765.  CO’N discussed that comfort bags, based on the practice of Irish Friendly Hospices, will be introduced in Acute for relatives who are spending long periods of time with their loved ones. It is hoped the bags will contain everyday essentials, e.g. tissues, wipes, notebook, pen, and potential drinks voucher.  BJ reported that the Bereavement hub at GRI will have been operating for 1 year in October. This has been a very successful initiative.  BJ also informed that there will be 2 part time research posts at the QEUH offered to Critical Care staff.  Currently there is a Service Level Agreement with CRUSE to offer Bereavement Services. This will change to a tendering service, to allow other counselling agencies to bid for this piece of work.  There was discussion on the “No One Dies Alone” service in Inverclyde. This is a group of volunteers who will sit with dying patients who have no family. There had been some discussion to put a symbol, e.g. dove, on the doors of these rooms, but this had been decided against.  GW suggested that a thistle symbol could be used on bereavement information. He also raised awareness of a recent leaflet, “Delivering the news of a death by telephone” and a HIS DCRS card on e-learning modules on Medical Certificates of Cause of Death (MCCD) and distributed copies of these to the group.  GW also advised that NES have made bereavement films for health professionals available online. |
| **10.** | **Hospice Update** (Susan Jackson)  Educators in hospices are meeting regularly and there is much more collaboration now between hospices and local HSCPs. This is despite the fact that it is a challenging time for hospices, in view of certain key staff leaving and not being replaced.  All are finding the feedback from this meeting to be very useful.  **ACTION:**  SJ will ask the NHSGGC Hospice Educators group to forward meeting minutes to PC, so that he can publish them on the GGC Palliative Care website. |
| **11.** | **Palliative Care Guidelines** (Claire O’Neill)  The National Guidelines been now updated on the website and the app.  Regarding updated paper booklets, CO’N has just received a quote from the health board. The next stage is to get the 6 HSCPs and Acute to decide on how much they will spend on the booklets. It has been suggested 1200 booklets, at just over £6,000. Paul Adams will take this to a meeting, at which he’s hopeful he can get some degree of commitment to contribute to the funding of booklets.  There is a formula for splitting up costs across the 6 HSCPs. Hopefully there will be agreement of funding in September, after which they can be printed. The paper booklets will be much more necessary in community, as in acute it is easier to access information electronically.  The Rapid Discharge Algorithm has been updated and is now with Medical Illustrations.  The updates to GAEL have been slightly delayed but it should be updated this year. Prior to it being updated CO’N will speak to people who use GAEL to get feedback. The aim is to make it less wordy. |
| **12.** | **A.O.C.B**  Palliative Care in Canada  RJ updated the group that when recently in Canada he met with a Palliative Care Community Officer, who is doing similar work to Compassionate Inverclyde. This project has been running for 4 years and has raised awareness of palliative care and end of life issues. They have implemented practical measures such as death cafes to promote conversations around peoples’ future wishes.  If anyone wishes to learn more, please email RJ.  Palliative Care Kardex  SG and EH informed the group that the latest version of the kardex is approved and they are currently discussing a launch date with the senior nurses. They are also working with Medical Illustrations on updating the guidance document to reflect the changes to the kardex.  Sub-cutaneous Fluids meeting  GW mentioned that the sub-cut fluids meeting is on Wednesday 28th August. There has been some initial discussion that the sub-cut fluids and other equipment may be stored at the Marie Curie hospice.  Enhanced Education for Generalists  CON discussed a 2 Day Course on Enhanced Palliative Care Education for Generalists. Neil Pride, Lead Cancer GP in Fife, is working with Macmillan and a publisher to provide a training manual on palliative care. Palliative Care Health Professionals have written chapters for the manual on a variety of palliative care topics. This is at draft stage. The training manual is designed to be read before attending the 2 day training.  It is hoped that the course will commence next year and will be targeted toward GPs, hospital doctors, senior nurses and paramedics. The aim is for those who have completed the training to train other health professionals within their discipline. The cost of the manual has still to be decided. This course will be launched at the Macmillan conference next year. |
| **13.** | **Date of Next Meeting**  The next meeting will be held on Tuesday 3rd December 2019 at 10.00 am - 12.00 pm in room WS201 in The Beatson West of Scotland Cancer Centre. |