

## Palliative Care Board – Minutes of Meeting

**25<sup>th</sup> September 2014**

Location: Birchwood Conference Centre, Warrington, WA3 6YN

Chestnut Suite

Time: 3 to 4.30pm

<b>Attendance</b>	<b>Representation</b>
Carole Mula	Pathway Director
Wendy Allen	Patient Lead
Dr Ashique Ahamed	Consultant in Palliative Medicine CMFT
Dr David Waterman	Consultant in Palliative Medicine Stockport NHS Foundation Trust
Ursula Haworth	AHP CMFT
Dr Sophie Harrison	Consultant in Palliative Medicine UHSM
Alice Davies	PAT
Dr Stephanie Gomm	Consultant in Palliative Medicine SRFT
Julie Whitehead	Macmillan Pharmacist, East Cheshire NHS Trust
Jennifer Gallagher	Macmillan Palliative Care team Leader WWL FT
Anne-Marie Raftery	Team Leader & Macmillan CNS in Palliative Care, The Christie
Elaine Parkin	Quality Improvement Programme Manager, Palliative & End of Life Care, SCN
Hodan Noor	Pathway Manager
<b>Apologies</b>	
Dr Iain Lawrie	Consultant Lead Clinician for Specialist Palliative and End of Life Care, PAT
Dr Hayes Margaret	Macmillan Team leader, Tameside
Dr Barbara Downes	Consultant at FT and Bolton Hospice
Dr Kimberley Steel	Consultant in Palliative Medicine Bolton FT
Dr Jenny Wiseman	Consultant in Palliative Medicine WWL
Dr Phil Lomax	Consultant in Palliative Medicine, SRFT/Medical Director St Ann's Hospice

Agenda Item	Action
<p>1. Apologies/ welcome and Introductions</p> <p>Apologies were noted.</p>	
<p>2. Minutes from the last meeting</p> <p>Minutes from 8<sup>th</sup> July confirmed by members as being accurate</p>	
<p>3. Matters arising</p> <ul style="list-style-type: none"> <li>- GP representation CM updated members on the expression of interest invitation sought by Manchester Cancer Medical Director to Macmillan GPs and Cancer Leads of Greater Manchester CCGs. Progress on GP representation at the Palliative Care Board meeting will be shared when further updates received.</li> <li>- Membership list of all Pathway Boards Membership list can now be viewed at Manchester Cancer website <a href="http://www.manchestercancer.org">www.manchestercancer.org</a></li> <li>- ToR The ToR has been amended to reflect the recommendations from the last meeting</li> <li>• Annual Plan and report CM updated the team based on members' contributions to the annual plan which has been developed and presented to Manchester Cancer provider board alongside others. As part of the annual plan a report on palliative care was also developed. During June 2015 the members are required to contribute the progress report and plan for the coming year.</li> </ul>	
<p>4. Palliative Care Board annual plan update</p> <ul style="list-style-type: none"> <li>• Objective 1:</li> <li>- EPaCCS project update: Project Lead (Stephen Burrows) for EPaCCS is sharing templates with HN to upload on the website by the 28<sup>th</sup> October. HN to draft publicity information for EP to sign off to go on the website. CM meeting with Clinical Web Portal developer to discuss the incorporation of EoL elements into the new Christie system for collecting clinical outcomes of patient. This system has gained interest from the Manchester Cancer provider board is currently being commissioned to pilot in the Gynaecology pathway.</li> </ul>	<p><b>HN to draft publicity information for EP to sign off.</b></p> <p><b>CM meeting with Clinical Web Portal developer to discuss the incorporation of EoL elements.</b></p>

<ul style="list-style-type: none"> <li>• Objective 2:             <ul style="list-style-type: none"> <li>- Mapping the integration of Palliative care in oncology: CM discussed after some reflection the original analysis tool would only provide a perception rather than actual in order to identify the gaps in KPI 5 in the national audit for EOL and MDT working. CM proposed (1) the potential to map MDT engagement in site and disease groups, (2) map 24/7 service provision. Members agreed these two audits to be a potential lever to raise capacity issues in providing specialist palliative care and raising awareness the MDT engagement with palliative care. CM to develop a tool, HN to circulate for members to complete before the next meeting.</li> </ul> </li> <li>• Living with and palliative care task group ToR and request for representation; The draft ToR developed by the Living with and Beyond pathway board was shared and no further comments have been included. Members to identify individuals who potentially can represent palliative care; nominations by Monday 29<sup>th</sup> September.</li> <li>• Update from SCN mapping: EP updated members that the work is currently under way and is due to be completed by the end of October.</li> <li>• Living with and Beyond and Palliative Care joint education event</li> </ul> <p>The living with beyond and Palliative care board are hosting a joint event on the 25<sup>th</sup> of November. This event is aimed primarily at members of the Manchester Cancer Pathway Boards, along with colleagues from the regional Clinical Commissioning Groups.</p> <p>It is an opportunity for us to share how we see elements of cancer survivorship and palliative and end of life care being integrated with the respective cancer pathways, the key objectives that would make a difference to patient and carers, and to develop a vision for the future.</p> <p>Palliative Care Presentation brief: 30 minutes          What is general palliative care?          What is specialised palliative care?          How does palliative care fit with LWBC?</p> <ul style="list-style-type: none"> <li>• At diagnosis</li> <li>• In managing Condition</li> <li>• At recurrence/ progression</li> <li>• In final year of life</li> <li>• At end of life</li> </ul> <p>Spider web of palliative care services          Audit of palliative care involvement in MDTs and EOL</p>	<p><b>CM to develop a EoL 24/7 service and MDT mapping tools, HN to circulate for members to complete.</b></p> <p><b>EP to share findings of the SCN SPC mapping at the next board meeting.</b></p> <p><b>CM to identify joint presenter for the event</b></p>
<p>5. Manchester Cancer update</p> <ul style="list-style-type: none"> <li>- MC Education Briefing: The partnership between the School of Oncology and Manchester Cancer Briefing will be shared at the next meeting.</li> <li>- User involvement: Manchester Cancer strategy in partnership with Macmillan attached for</li> </ul>	

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<p>information, all feedback to be sent to HN.</p> <ul style="list-style-type: none"> <li>- Synopsis of MC pathways annual plan: description of all pathways work plans shared for information.</li> </ul>	
<p>6. Manchester Cancer Provider board presentation</p> <p>Members to complete the survey monkey on the areas they wish the presentation to focus on.</p>	<p><b>HN to resend link for members complete the survey monkey</b></p>
<p>7. Clinical Trials and audit</p> <p>NIHR Clinical Research Network are currently facing problems with the recruitment database providing up to date information, a report will be presented at the next board meeting.</p>	
<p>8. A.O.B.</p>	
<p>9. Date of next meeting</p> <p>Thursday 27<sup>th</sup> November, 4.30 -6pm Venue to be confirmed</p>	