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**The Greater Manchester Palliative and End of Life Care SCN's Advisory Group in Partnership with Manchester Cancer Board**

<b>Date and time</b>	Thursday 21 May 2015
<b>Meeting</b>	The Greater Manchester Palliative and End of Life Care SCN's Advisory Group in Partnership with Manchester Cancer Board
<b>Venue</b>	Birchwood Business Park

<b>Present</b>	
<b>Name</b>	
Dr Stephanie Gomm (Co Chair)	Consultant in Palliative Care Medicine
Carole Mula (Co Chair)	Pathway Director/Consultant Macmillan Nurse in Palliative Care
Dr David Waterman	Consultant in Palliative Medicine
Robin Muir	Clinical Psychologist
Julie Whitehead	Macmillan Pharmacist
Ashique Ahamed	Consultant in Palliative Medicine
Anne-Marie Raftery	Team Leader and Clinical Nurse Specialist in Palliative Care
Alice Davies	Macmillan Lead Cancer & Palliative Care Nurse
Karen O'Connor	Community Macmillan Nurse
Stephen Burrows	North West EPaCCS Project Lead
Dr Katie Hobson	Consultant in Palliative Medicine
Steve Gene	Macmillan Consultant Nurse, Palliative Care
Margaret Hayes	Macmillan Clinical Nurse Specialist/Team Leader
Jennifer Gallagher	Hospice Nurse Specialist Team Manager
Mrs Wendy Allen	Patient/Carer Representative
Elaine Parkin	Quality Improvement Programme Manager
Abdul Amin	Senior Quality Improvement Project Manager
Kim Wrigley	Quality Improvement Programme Lead
Philippa Robinson	Commissioner
Mohammed Abas	Commissioning Manager
Alicia Waite	Macmillan Palliative Care Service Manager
<b>Apologies</b>	
June Law	Macmillan Allied Health Professional Team Leader
Dr Sophie Harrison	Macmillan Consultant in Palliative Medicine



Suzanne Lomax	Programme Manager – End of Life Care
Dr Trevor Rimmer	Macmillan Consultant Palliative Medicine/Medical Director
Corinna Edwards	Macmillan Palliative Care CNS
Dr Gillian Hirst	Associate Specialist
Hodan Noor	Pathway Manager
Dr Iain Lawrie	Consultant & Honorary Clinical Senior Lecturer in Palliative Medicine
Dr Philip Lomax	Consultant in Palliative Medicine
Dr Aruna Hodgson	Consultant in Palliative Medicine
Dr Jenny Wiseman	Consultant in Palliative Medicine
Fran Mellor	Macmillan Associate Development Manager

## 1. Welcome and Introductions

Dr Gomm opened the meeting and welcomed the members. Apologies were noted on the attendance record.

**1.1 SCN and Manchester Cancer Partnership** – This is the first meeting of the partnership and will be co-chaired by Dr Gomm (SCN) and Carole Mula (Manchester Cancer).

**1.2 Future Membership and TOR** – The SCN and Manchester Cancer will rotate 3 monthly for the organisation and administration of the meeting. The SCN will begin with this meeting. A separate meeting has been arranged between the SCN and Manchester Cancer to work on the membership and TOR for the combined group.

## 2. Notes from the meeting held on the 17/3/15

Notes from the SCN Advisory group and notes from Manchester Cancer meeting held on the 17/3/15 agreed as a true record.

Points discussed that are not covered in matters arising included lymphedema services which was not discussed at the steering group as the meeting had been cancelled. Also there is planned work to explore the facilitators work programmes which will include care homes.

## 3. Matters Arising

### 3.1 U DNACPR (sharing of education templates)

The issue regarding ownership of the policy is still to be resolved with NHS England. A meeting is being pursued to include the SCN Medical Director, NWAS and the Director of Nursing.

**ACTION** - Localities that have delivered education for U DNACPR to send an outline of the education and training to [Abdul.amin@nhs.net](mailto:Abdul.amin@nhs.net) by the 5 June 2015.

U DNACPR survey has been distributed by the network to each locality end of life care commissioner to coordinate a response. There has been a positive response to date. It is hoped the survey will give an overview of implementation across the network. Dr Waterman raised the issue of who takes responsibility for the governance of the policy. This appeared to be variable from member's responses.

It was highlighted that NWAS need to be linked into the results of the survey for further revisions of the policy.



**ACTION** - Steve Barnard to be invited to the next meeting and Lancashire and South Cumbria Advisory Group.

### 3.2 **Innovation Fund**

The Board approved 13/17 bids. A paper has been circulated outlining the successful bids.

**ACTION** - Carole Mula to forward the 2 bids that were unsuccessful to Wendy Allen.

### 3.3 **Pain and Symptom Control Guidelines**

Dr Waterman informed the group the final document had gone through a necessary revision due to pertinent comments that were made. A final version will be recirculated with a list of the changes made.

**ACTION** - Dr Waterman to distribute the final version with the change form.

There are plans in 2016 to merge the Greater Manchester and Lancashire and South Cumbria guidance.

The guidelines have gone for regional approval however as they are already written this cannot be done retrospectively and the advice was to go through local CCG groups Dr Waterman and Kim Wrigley are following this up.

Tameside and Glossop have developed a mobile device application for the guidance.

**ACTION** - Abdul to explore this with Phillipa Robinson

### 3.4 **SCN Scoping of palliative care services**

Carole Mula and Hodan Noor met with the Dave Shackley, medical director and Tom Pharaoh, associate director of Manchester Cancer to present the work which was received well. A request has been made to present the work at the provider Board in June which includes all the trust chief executives. Carole circulated the appendices in the meeting for locality members to update.

### 3.5 **7 day working (Workforce scoping)**

Comments have been received and the clinical leads have agreed the format and strategic intention. The final version has been circulated.

### 3.6 **Improvement Architecture Review (Review of SCN's, AHSN and Senates) NHS England End of Life Care**

Dr Gomm shared this will be her last meeting as she takes retirement and announced that Dr Waterman was successful in his application for Greater Manchester Clinical Lead for the SCN.

The networks are in phase 2 of the review. 16 recommendations have been made in phase 1 and reassurance given that the networks, senates and AHSN's will continue. The Strategic Clinical networks will be renamed 'Clinical Networks'. There has been a reduction to the SCN programme budget and further detail is currently awaited. The Palliative and end of life care network have had funding agreed for 12 months from Greater Manchester Heads of Commissioning Board.



Abdul will be leaving the Palliative and End of Life Care Network at the end of June. Dr Gomm thanked Abdul for his contribution to the network.

Greater Manchester devolution is also in progress and details are awaited on how this will impact on the network.

### **3.7 NW Operational Group (MPET funding 2015/16)**

Following the reduction of the MPET funding a decision was taken to allocate each CCG funding based on population figures. Correspondence regarding this has been sent to the lead palliative and end of life care commissioner.

The evaluation of MPET funded courses has been delayed but is hoped to be sent to localities soon. Dr Waterman stressed the need to capture qualitative and quantitative data.

## **4. Patient and Carer update**

### **4.1 Lymphedema work**

The lymphedema bid was unfortunately declined however Tom Farrah is supportive of the work and exploring ways to develop the work with the patient / carer group.

### **4.2 Patient engagement Leads**

Tania Humphreys has been appointed as Patient Engagement Lead. There will be interviews for 3 more positions

### **4.3 Dying Matters**

Kim Wrigley updated the group on network activity, in the delivery of sessions to NHS England staff with NW Dying Matters Champions, Tony and Dorothy Bonser.

Tameside and Glossop have utilised the Key 103 bus for the week

A DVD has also been developed from the work the SCN and Stories to Change did in collaboration with people from BAME communities. DVD's can be obtained from [Elaine.parkin1@nhs.net](mailto:Elaine.parkin1@nhs.net) however a resource is currently in development to accompany the DVD so members may wish to wait.

## **5. Health Select Committee Report (Focus on Recommendations)**

Dr Gomm highlighted the importance of the report and encouraged members to reference this in future discussions and forums.

It was also noted the recent publication of the Parliamentary and Health Ombudsman report Dying without dignity 2015

**ACTION** - Parliamentary and Health Ombudsman report Dying without dignity 2015 to be circulated

## **6. Manchester Cancer Palliative Care Board Annual Report**



The Annual Report will highlight local patient surveys, innovative projects and Trust plans for peer review. 3 localities have responded to Carole on these areas however more examples are required.

**ACTION** - Respond to Carole Mula on local patient surveys, innovative projects and Trust plans for Peer Review by the 5/6/15.

All boards will be reporting on 4 objectives:

Objective 1 improving outcomes/ survival rates - MDT report and SPC mapping. The MDT report is in draft and highlights the lack of capacity for attendance at MDT to meet peer review requirements.

**ACTION** - Carole to distribute MDT report and SPC mapping for information on locality issues.

Objective 2 Improve patient experiences – A working group is looking at the recommendations on transition from living with cancer to palliative care through the use of a questionnaire and focus groups.

Objective 3 Research and Clinical Innovation - A report is due out in May which addresses the uptake across Greater Manchester.

**ACTION** - Carole to circulate research report when available.

**ACTION** - Carole to invite the Experimental Cancer Medical Team to speak at the next meeting.

Objective 4 improving and standardising high quality care across the whole service - The process of developing standards for the boards is underway and comments have been requested.

**ACTION** – All to e mail Carole Mula with comments on the standards for the boards.

Dr Waterman suggested utilising the SCN SIG groups for comments however time will not allow this to go out to all members but the co-chairs could be approached.

The group reviewed the service standards and agreed as sensible. It was recognised the full pathway needs to be reinforced.

## 7. Acute oncology/ specialist palliative care education

Carole Mula has met with oncology and the Christie to discuss CNS educational needs. A survey has been distributed to CNSs which will inform the education programme.

Alice Davies is currently reviewing Pennine education services.

Ash Ahamed outlined the MCIP Macmillan programme and once it is live it will be available across Greater Manchester.

Dr Gomm questioned if this was an opportunity to repeat the scoping of acute oncology and specialist palliative care services.

## 8. Group work Programme 2015/16 for approval



The work programme was presented.

It was highlighted the work programmes needs to include the reach out of the network into the other SCN networks.

Not all localities have responded to Abdul to identify their lead within the work programme a list was circulated for completion.

**ACTION** - All members to respond to Abduls request for locality leads in the work programme.

## 9. Special Interest Group work programme overview

**9.1 Education and Training** - Are working on matching the work programme to the new group work programme and both Greater Manchester and Lancashire and South Cumbria's education and training strategy. The group are working on a 2 page key principle document.

**ACTION** – All to share education and training resources developed on the 5 care principles with Dr Waterman.

**9.2 Transforming Care** - Showcase event was a success with good networking. More engagement is required from Greater Manchester Trusts. A work programme is being developed from the discussion at the first SIG meeting with a focus on core metrics. It is hoped the key enablers rag rating can be used to influence funding decisions and strengthen leadership to the Transform programme.

**9.3 Research and Audit** – A second meeting is being arranged. The North West Audit group will be trailing a care of the dying audit. Prima have produced a final report on the evaluation of the individualised plan of care. There is a plan to expand the PRIMA work. The group are also looking at research governance framework for hospices.

**ACTION** - Dr Gomm suggested talking to Jason Boland in the APM Science Committee regarding hospice research governance.

**ACTION** – Final prima report to be circulated.

**9.4 Care Coordination** - The work programme is in development and will have a focus on bereavement. A discussion was also held on the scoping of local Strategy groups to strengthen care coordination.

## 10. Any other Business

Alicia Waite introduced herself to the group as the new service Manager for the new 7 day Service in North Manchester which has been funded for 2 years by MSIP

Dr waterman and Kim Wrigley formally thanks Dr Gomm for all her years of work and support in developing palliative and end of life care across the Network and wished Dr Gomm a Happy retirement.

## 11. Date and Time of Next Meeting



**Tuesday 14 July 2015, 3pm-5pm Humphrey Booth Lecture Theatre 1, Mayo Building**  
24/9/15 (Venue to be confirmed)  
24/11/15 Seminar Room 1, Mayo Building)



Action summary				
Initial discussion date	Agenda item	Action	Action to be taken by	Date for completion
21/5/15	3.1	Localities that have delivered education for U DNACPR to send an outline of the education and training to <a href="mailto:Abdul.amin@nhs.net">Abdul.amin@nhs.net</a> by the 5 June 2015	All	5/6/15
21/5/15	3.1	Steve Barnard to be invited to the Groups next meeting	Elaine Parkin	14/7/15
21/5/15	3.2	Carole Mula to forward the 2 innovation fund bids that were unsuccessful to Wendy Allen	Carole Mula	5/6/15
21/5/15	3.3	Final version of the pain and symptom control guidelines to be circulated with the change form	Dr Waterman/ Denise Woolrich	5/6/15
21/5/15	3.3	Mobile device application to be explored by the network for the pain and symptom control guidance	Abdul Amin/ Philippa Robinson	14/7/15
21/5/15	5	Parliamentary and Health Ombudsman report Dying without dignity 2015 to be circulated	Elaine Parkin/Denise Woolrich	5/6/15
21/5/15	6	Respond to Carole Mula on local patient surveys, innovative projects and Trust plans for Peer Review for the Manchester Cancer Annual Report	All	5/6/15
21/5/15	6	Distribute MDT report and SPC mapping for information on locality issues	Carole Mula	5/6/15
21/5/15	6	Objective 3 - circulate research report when available	Carole Mula	31/5/15
21/5/15	6	Objective 3 - Invite the Experimental Cancer Medical Team to speak at the next meeting	Carole Mula	14/7/15
21/5/15	6	Objective 4 - All to e mail Carole Mula with comments on the standards for the board	All	5/6/15
21/5/15	8	Locality leads to be identified on the group work programme	All	5/6/15
21/5/15	9.1	share education and training resources developed on the 5 Care principles with Dr waterman	All	14/7/15
21/5/16	9.3	Final prima report to be circulated	Abdul Amin	5/6/15
21/5/15	9.3	Dr Gomm suggested talking to Jason Boland in the APM Science Committee regarding hospice research governance	Abdul Amin/ Sophie Harrison	30/6/5



