

Palliative Care Board – Minutes of Meeting

8th July 2014

Location: Birchwood Conference Centre, Warrington, WA3 6YN

Mulberry/Cedar Room

Time: 4.30 to 6pm

Attendance	Representation
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
Hayes Margaret	Macmillan Team leader, Tameside
Dr Sophie Harrison	Consultant in Palliative Medicine UHSM
Dr Jenny Wiseman	Consultant in Palliative Medicine WWL FT
Dr Jane Younger	Consultant in Liaison Psychiatry Christie FT
Dr Stephanie Gomm	Consultant in Palliative Medicine SRFT
Dr Kimberley Steel	Consultant in Palliative Medicine Bolton FT
Hodan Noor	Pathway Manager
Apologies	
Dr Iain Lawrie	Consultant Lead Clinician for Specialist Palliative and End of Life Care, PAT
Dr Phil Lomax	Consultant in Palliative Medicine, SRFT/Medical Director St Ann's Hospice
June Law	AHP WWL FT
Dr Barbara Downes	Consultant at FT and Bolton Hospice
Jennifer Gallagher	Macmillan Palliative Care team Leader WWL FT

Agenda Item	Action
<p>1. Apologies/ welcome and Introductions</p> <p>Apologies were noted. CM welcomed Dr Jane Younger, Consultant in Liaison Psychiatry representing Psychological support services.</p>	
<p>2. Minutes from the last meeting</p> <p>Minutes from 22nd of May confirmed by members as being accurate</p>	
<p>3. Matters arising</p> <ul style="list-style-type: none"> <p>• HN to clarify opportunity for Palliative care board member to attend Manchester Cancer Education board. CM informed members on the structure; Manchester Cancer education arm is currently under development, model of approach to influence education agenda will be shared in the next board meeting.</p> <p>• Identify GP representation for Palliative Board 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 Board meeting will be shared in the next meeting.</p> <p>• HN to share Manchester Cancer membership of all boards for information CM informed the group Manchester Cancer website has face some technical difficulties, once the site is up and running membership of all boards will be upload for information. Members are advised to wait for the updated website as sending email version of membership will not be accurate with the formation of some boards currently in the process.</p> <p>• Manchester Cancer to check with the national cancer action team regarding peer review and representation at Palliative care board. CM recapped from the last meeting Manchester Cancer briefing on peer review and the concerns in relation to point 19 and 20. CM confirmed the briefing is generic advice, CM proposed members to await new peer review measures which will clarify the issue of representation. SG advised in the interim to address representation in section 5.1 of the Terms of reference (ToR) to explicitly address peer review and representation. CM to clarify with Manchester Cancer and update at the next meeting.</p> <p>• HN to clarify with Core team at MC on representation being shared by board members CM confirmed the roles can be share and proposed to review in the new year, members sharing attendance need to ensure the information is shared with colleague to enable affective engagement.</p> 	<p>CM update on Manchester Cancer education arm and how pathway boards can engage.</p> <p>HN to share update on GP representation</p> <p>HN to email members when the website live.</p> <p>CM to clarify MDT representation and peer review requirement at the next meeting.</p> <p>CM to amend ToR to include peer review</p>

<p>4. Palliative Care Board draft annual plan workshop</p> <p>CM shared draft annual plan for the board which is part of the key deliverables for July 2014. Key areas of focus were based on the workshop from the last meeting highlighting communication and the integration of palliative and oncology care. The members discussed in detail the two key projects below;</p> <p>4.1 To support the implementation of EPaCCS in partnership with Strategic Clinical Network (SCN) and Greater Manchester Academic Health Science Network (GMAHSN) by;</p> <ul style="list-style-type: none"> • Hosting EPaCCS templates and training guidelines for primary care and secondary care on Manchester Cancer website. • Promote to CCG Cancer Leads the development of EPaCCS and training tools available. • Incorporate EPaCCS information as part of the suite of GP education series. • Highlight the importance of integrating EPaCCS into the development of clinical outcomes across Manchester Cancer. <p>CM confirmed Manchester Cancer will not be leading on the development of the training pack or guidelines, this will be done by the EPaCCS North West Network implementation group, the role for Manchester Cancer Palliative Board is information sharing and marketing EPaCCS.</p> <p>4.2 Mapping the integration of both generalist and specialist palliative care service provision into oncology care will identify the following;</p> <p>Living with Cancer pathway board sub group using longitudinal survey run twice a year.</p> <ul style="list-style-type: none"> • oncology teams perceptions of general and specialist palliative care • whether clinical staff caring for oncology patients with palliative care needs, feel confident in their palliative care skills and knowledge • education and training needs in palliative care and end of life care • identification of those disease groups with a high symptom burden <p>Strategic clinical Network _ Palliative Care</p> <ul style="list-style-type: none"> • Address the findings from the SCN mapping of specialist palliative care services and gaps in service provision which impact directly on Manchester Cancer <p>Living with and Beyond Cancer mapping of service provision</p> <ul style="list-style-type: none"> • Effectiveness of palliative care input into disease specific MDTs using pathway boards as a method for collection. Draft questionnaire for the mapping of service provision was discussed by members and feedback. Test the questionnaire with Head and Neck Pathway prior to roll out. <p>Members signed off the proposed annual plan.</p>	<p>HN to share final draft of the questionnaire for further comments.</p>
<p>5. Website – updates and content</p>	

Manchester Cancer

<p>CM informed members the Manchester Cancer website is currently down once it is live HN will inform colleagues to access.</p>	
<p>6. Manchester Cancer Briefing</p> <p>CM informed the members HN will email latest briefing with the minutes.</p>	
<p>7. A.O.B.</p> <p>CM informed members that every pathway board present their specific area of work to the provider board highlighting areas of good practice and concerns. Members agreed this is a platform to share national, regional and local news in relation to palliative care. Members agreed to share with CM information to draft a presentation for circulation prior to presenting.</p> <p>KS raised concerns regarding the general lack engagement between oncology developments and specialist palliative care services. A specific example relates to the mobile chemotherapy unit that delivers treatment nearer to home. KS has been involved with caring for patients with specialist palliative care needs on the mobile unit locally, and seeks clarity on; who is responsible for the patient during this treatment, who is responsible for the delivery of specialist palliative care (is it The Christie or local teams), what agreements are in place, how specialist palliative care input is funded etc.</p>	<p>Members to share good news stories and area of good practice and concern with CM to develop a presentation</p> <p>HN/CM will explore and escalate these concerns and feedback to the board</p>
<p>8. Date of next meeting</p> <p>3pm to 4.30pm 25th September, Birchwood Conference Centre, Warrington, WA3 6YN</p>	