

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

Date and time	24 November 2015
Meeting	The Greater Manchester Palliative and End of Life Care SCN's Advisory Group in Partnership with Manchester Cancer Board
Venue	Seminar Room 1, Mayo Building, Salford Royal NHS Foundation Trust

Present	
Dr Waterman (Co-Chair)	Strategic Clinical Networks Clinical Lead /Consultant in Palliative Medicine Stockport NHS Foundation Trust
Carole Mula (Co-Chair)	Pathway Director - Manchester Cancer / Consultant Macmillan Nurse in Palliative Care - The Christie
Kim Wrigley	Quality Improvement Programme Lead – Strategic Clinical Network
Hodan Noor	Pathway Manager – Manchester Cancer
Wendy Allen	Patient/Carer Representative
Dr Philip Lomax	Consultant in Palliative Medicine – St Ann's Hospice
Ursula Haworth	Macmillan Occupational Therapist – AHP Representative
Dr Robin Muir	Clinical Psychologist – Royal Bolton Hospitals NHS Foundation Trust
Debbie Hartley	GP Macmillan EoLC Lead – Bury CCG
Mohammed Abas	Commissioning Manager – Central Manchester CCG
Dr Stephanie Lippett	Community Speciality Doctor, Springhill Hospice
Andrea Goodall	Commissioning Project Manager – NHS Heywood Middleton and Rochdale
Alicia Waite	Macmillan Patient Care Service Manager - Pennine Acute Hospitals
Lindy Brooks	Palliative Care Consultant – North Manchester Community
Cath Byrne	Macmillan Palliative Care Lead Nurse – Stockport NHS Foundation Trust
Dr Mariam George	Consultant in Palliative Medicine – Tameside General Hospital
Philippa Robinson	Commissioner – Tameside and Glossop CCG
Karen O'Connor	Community Macmillan Nurse – Pennine Care NHS Trust Trafford Division
Dr Jenny Wiseman	Consultant in Palliative Medicine – Wrightington, Wigan and Leigh NHS Foundation Trust
Dr Trevor Rimmer	Macmillan Consultant Palliative Medicine/Medical Director – East Cheshire NHS Trust
Dr John O'Malley	Medical Director – Mastercall Healthcare
Apologies	
Elaine Parkin	Quality Improvement Programme Manager – Strategic Clinical Networks
Stephen Burrows	North West EPaCCS Project Lead - SCN
Jonathan Turnbull-Ross	Macmillan User Involvement Manager



Apologies continued	
Dr Gillian Hirst	Associate Specialist - Central Manchester University Hospitals NHS Foundation Trust
Fran Mellor	Macmillan Associate Development Manager - University Hospitals South Manchester NHS Foundation Trust
Dr Barbara Downes	Consultant/Medical – Royal Bolton Hospitals NHS Foundation Trust
Suzanne Lomax	Clinical Service Lead – Royal Bolton Hospitals NHS Foundation Trust
Ashique Ahamed	Consultant in Palliative Medicine – Central Manchester University Hospitals NHS Foundation Trust
Dr Sophie Harrison	Macmillan Consultant in Palliative Medicine - Macmillan Consultant in Palliative Medicine –University Hospitals South Manchester NHS Foundation Trust
Dr Samantha Kay	Macmillan Consultant in Palliative Medicine - University Hospitals South Manchester NHS Foundation Trust
Anne-Marie Raftery	Team Leader and Clinical Nurse Specialist in Palliative Care – The Christie NHS Foundation Trust
Chris Pick	Medical Director, Springhill Hospice
Alice Davies	Macmillan Lead Cancer & Palliative Care Nurse – Pennine Acute Hospitals NHS Foundation Trust
Dr Iain Lawrie	Consultant & Honorary Clinical Senior Lecturer in Palliative Medicine – Pennine Acute Hospitals NHS Trust
Katie Hobson	Consultant in Palliative Medicine – Salford Royal Foundation Trust
Andrea Lightfoot	Service Improvement Manager – Salford CCG
Margaret Hayes	Macmillan Clinical Nurse Specialist/Team Leader – NHS Tameside & Glossop
Dr Aruna Hodgson	Consultant in Palliative Medicine - Wigan Hospice
Jennifer Gallagher	Hospice Nurse Specialist Team Manager – Wigan Hospice

## 1. Welcome & Apologies

Dr Waterman opened the meeting and introductions were made. Apologies were noted as above.

## 2. Presentation Dr O'Malley – Medical Director Mastercall

Dr O'Malley gave a presentation on Liver Disease and Palliative and End of Life Care (presentation attached).

**Action: Anyone working with liver disease patients or those interested in being involved in this area of work on behalf of the advisory group should contact Kim Wrigley at the SCN**

## 3. Standing agenda item – Conflict of Interest

### 3.1 Returns

The Managing Conflicts of Interest and Standards of Business Conduct document had previously been circulated to the group. Members need to record any conflicts of interests, which does include charities, and return the signed forms to Denise via email [denise.woolrich@nhs.net](mailto:denise.woolrich@nhs.net) at the SCN.

**Action: Further copy of the document to be circulated with the notes**



#### 4. Notes from the meeting held on 24.09.15

The notes from the previous meeting held on 24 September 2015 were agreed as a true record of the meeting.

Actions from last meeting:

(i) *Jenny Gallagher to share Wigan's Statement of Intent with Iain Lawrie.*

**Action: Jenny Gallagher to send statement of intent to Dr Waterman**

(ii) *Philippa Robinson to confirm that the Pain and Symptom Control App will carry the SCN logo and a disclaimer that this is Network core rather than local guidance.*

Philippa advised that the rights had been received from Apple to be an approver/developer.

(iii) *All members to access and input to the DoLS consultation. The consultation document can be accessed on the law commission website: [www.lawcom.gov.uk/project/mental-capacity-and-deprivation-of-liberty/](http://www.lawcom.gov.uk/project/mental-capacity-and-deprivation-of-liberty/)*

This consultation has now closed but Dr Waterman advised that there is likely to be an opportunity to comment again as the guidelines are being developed further by the Law Society.

#### 5. Matters Arising

##### 5.1 Unified DNACPR

Information was shared at the last meeting regarding the survey that went out to all localities including across Merseyside and Cheshire. The information has been digested. It shows variation around implementation governance structures and education and training across the patch. Currently looking, as part of the policy update, to give localities some more information about each of those elements so that implementation can be standardised as much as possible. Unified policies may be in place but in individual localities they may be based in community, hospital or hospice but not all necessarily at the same time.

NWAS remain keen that there is one unified document across the north-west

There is a national document in development but this document will not be a mandated document nationally.

Kim Wrigley had attended the recent meeting of the Quality Surveillance Group with a further update on the current position. The group are very focussed on the governance and accountability around these issues.

**Action: Kim has suggested that the group give specific examples regarding any safeguarding issues**



Conversations continue with SCN and NWAS to streamline the information and update the policy/ guidelines.

Dr Waterman advised that if localities are attending the 111 meeting scheduled to take place in December 2015 any actions/feedback can be discussed at the next GM advisory group meeting in January.

The unified DNACPR forms can be obtained from SF Taylor who are the recognised stationers.

General discussion around some of the challenges currently being experienced in each locality.

**Action: Details of SF Taylor to be circulated with the notes. (Post meeting note details are [salesenquiries@sftaylor.com](mailto:salesenquiries@sftaylor.com) telephone number 0161-429-7200)**

## 5.2 Terms of Reference

The terms of reference were agreed and signed off by the group.

## 5.3 Membership

The membership list was agreed by the group. Only areas needing clarification were from North Manchester whose leads for the group are Alicia Waite and Lindy Brooks (Community), Alice Davies and Dr Iain Lawrie (Hospital).

The membership lists also needs updating.

## 5.4 LTC trials

No further information had been received regarding these research trials.

**Action: This item to be followed up at the next advisory group meeting**

Dr Waterman advised that Stockport NHS Foundation Trust had recently received a Freedom of Information request regarding commissioning of 7-day specialist palliative care advice and also commissioning of education and training support for specialists and in general.

**Action: Any further FOI requests which are received should be shared with the group**

## 6. Special Interest Groups

### 6.1 Future of the SCN

The Strategic Clinical Networks (SCNs) are currently being reconfigured nationally. In addition, there is going to be a reconfiguration within the SCN in the North West driven by a number of factors one of which is Devolution Manchester.



From 1 April 2016 the SCN will no longer cover Lancashire and South Cumbria (L&SC) it will only cover Greater Manchester (GM). Lancashire and South Cumbria will align with the Merseyside and Cheshire SCN. East Cheshire will come back to be part of the Greater Manchester footprint. This will match the footprints of the Allied Health Sciences Network, Manchester Cancer and Manchester Devolution. There are no implications for this group as it will continue to run as the SCN advisory group for GM. These changes will, however, have implications for the SCN and their staff and for the work programmes below it.

### Special Interest Groups (SIGs)

These groups are currently co-chaired; one chair from GM and one from L&SC and they support Manchester Cancer and the SCN with membership from both GM and L&SC. With effect from 1 April 2016 the groups will have to be reconfigured. The GM chairing of the SIGs needs to be clarified due to the following gaps:

Education & Training – currently no GM chair (Dr Waterman chairing currently as clinical lead)

Transform – currently no GM chair

Coordination – currently no GM chair – (Dr Salt is chairing at present)

Dr Waterman advised that the SIGs may reduce to three groups but help is required from the members to continue to support the work. Anyone interested in being involved should contact either Dave or Denise at the SCN office.

**Action: Interested members within the locality to contact Dave or Denise (SCN office) via email**

The work will continue until April 2016 and until this time, each special interest group will focus on task and finish work to deliver useful and informative work.

#### 6.2 Education and Training SIG - focus over the next few months:

- DNACPR and any education tools
- Trainer competencies around education and training
- Training competencies beyond the last days of life

Next meeting (webex) is scheduled for 14 December 2015

#### 6.3 Research and Audit SIG

Dr Sophie Harrison (SIG Co-Chair) was unable to attend the meeting to update the group. Dr Waterman advised that further conversation is required to decide which work it can undertake. It is supporting the North West Audit Groups Last days of Life Audit and the results are awaited.

#### 6.4 Care Coordination SIG

Next meeting is scheduled for 4 December 2015. The bereavement directory work is being pulled together but the group is unlikely to meet again before April 2016.



## 6.5 Transforming Care SIG

Next meeting is scheduled for 26 November 2016. Conversations have been undertaken to make it clear that it is about the key enablers within transform rather than people being involved in a transform project as a whole for acute trusts. No further feedback.

## 7. Group – Work Programme 2015-2016

Dr Waterman advised that responses from a couple of the localities to identify people locally who will be the link within the work plan are still awaited. The work plan will be re-circulated to identify any gaps.

**Action: Re-circulate the work plan to identify any gaps within work areas**

## 8. Patient and Carer Update

### 8.1 Manchester Cancer user involvement progress review report

Jonathan Turnbull-Ross, Macmillan User Involvement Manager for Manchester Cancer, had given an overview of his role and the way forward at the previous meeting. The report has since been published and circulated with the agenda. Carole Mula fed back on the report and summarised as below:

- The Cancer Pathway Boards have very active user involvement
- They have set up steering groups and produced a charter
- Interested users can take on a variety of roles
- A learning and development programme has been devised
- A recruitment campaign has been underway during the last few months to recruit user involvement – 35 new members have been recruited to date

**Action: An amended version of the report to be circulated with the meeting notes**

Wendy Allen raised an issue around Deprivation of Liberty Safeguarding (DoLS). Dr Waterman confirmed the current guidelines and the partnership group agreed that it would support Wendy's decision to write to her MP, acknowledging the support of the advisory group, to request a change in the current Act of Parliament.

**Action: Wendy to send a copy of the letter via Denise at the SCN office to share with the group**

General discussion around the current guidance and the situation in different localities.

## 9. EPaCCS Update

### 9.1 Locality update

Steve Burrows was unable to attend the meeting. Kim Wrigley advised that there is no further update. The position is the same as it was at the previous meeting (25.9.2015).



## 10. SCN Update

### 10.1 Organisation Alignment and Capability Programme (OACP)

This item was covered in item 6.1. In addition, Kim Wrigley advised that the proposed changes will have implications for the work across the whole patch and discussions are underway with Dr Susan Salt (Clinical lead for Lancashire & South Cumbria) who will be moving to align with Merseyside and Cheshire SCN. A lot of extra work has been generated around contingencies and resources. Funding for palliative and end of life care is received via the GM Commissioners and following a paper being submitted to the Commissioners, it is hoped that funding will continue for a further 2 years.

Structures for staff are currently being reviewed and redundancies are being kept to an absolute minimum if at all.

A meeting has been arranged with a member of the Devolution Manchester team to highlight the work currently being undertaken.

### 10.2 National Clinical Leads Meeting

Dr Waterman updated the group following the meeting he attended in London:

- A National Service Specification for Palliative and End of Life Care is being produced and will hopefully be available soon although the specific date is yet to be confirmed
- A further End of Life Care Commissioning Toolkit will be available – update from previous toolkits
- RCGP are also updating their commissioning toolkit

**Action: Documents will be circulated to the group via the weekly run when available**

National End of Life Care Intelligence Network is looking at producing more accessible data around where people are dying e.g. home, hospice or care home etc.

There are 11 pilot sites working on a national palliative care dataset. Currently waiting for the evaluation.

### 10.3 Showcase event reflection 04.11.15

Carole Mula advised that this was a very successful event. Kim Wrigley advised that the evaluations from the day were positive and a short report will be produced in due course. Dr Waterman asked that his thanks and appreciation went to all the localities who participated to make the day a success.

### 10.4 Facilitator/Educators scoping

Mrs Hilary Compston is taking this work forward. The next stage will be to arrange some focus groups.

**Action: Anyone expressing an interest in being involved in these groups should contact Denise at the SCN office**





The new Manchester Vanguard Project outline was discussed. A summary paper had been circulated. This is a Greater Manchester wide plan for Cancer care services. It is in collaboration with the Royal Marsden and University College London University Hospitals and is a 3-way approach to the new cancer model. The group have been asked to start to lead the palliative and end of life care element for the vanguard and develop standards both clinical and operational. Transformation monies will be available with a plan to bid for the monies to test the new ways of working across the area.

Hodan Noor advised that the Christie has been nominated as the system leader for Manchester Cancer. By April 2016 the Commissioning budget for cancer will also be pulled into the vanguard system.

The following areas of clarification were raised:

- Need further clarity around the role and responsibilities of the system leader
- There are sites across GM which are already involved in vanguard work and it would be helpful to understand how the Vanguard sites can be delivered at the same time to deliver something meaningful
- All of the palliative and end of life care sites are providing for cancer and non-cancer and how is this being addressed?

Hodan Noor advised that these concerns can be fed back to the Directors' Forum meeting as there are a number of support services that touch on cancer delivery that will also be affected.

Christie will be leading on the budget and delivery of cancer care services.

**Action: Any further questions/concerns can be forwarded to Carole Mula via email, to raise at the Directors' Forum meeting in January 2016**

Carole Mula advised of the survey monkey recently undertaken of nurse specialists and allied health professionals working in palliative care and their learning needs in acute oncology. All this work has been analysed and an education event will be going ahead on 29 February 2016. Further information will be circulated very soon via the weekly run.

The School of Oncology approached the Manchester Cancer Board to see if they would deliver some education for the MCIP programme. Iain Lawrie, Sophie Harrison, Samantha Kay and Ashique Ahamed have delivered six education programmes across Manchester. The evaluation was very positive. Carole wished to thank those individuals for driving this piece of work and would ask them if they would be happy to share this information.

The other Cancer Boards have asked for information on how they refer to palliative care services and what the referral criteria is. Hodan Noor, Carole Mula and Dr Waterman are working on a brief video presentation to inform how to contact local teams. Anyone wishing to be involved should contact Dave or Carole.

Details of pain and symptom control and DNACPR will be on the Manchester Cancer website. One briefing message will be sent out across the groups with details of any online education sessions.





## 12. Specialist Palliative Care Services Scoping

The cancer vanguard work may supersede any previous discussions. This will be explored again in 2016 once service specification nationally is available and further work from cancer vanguard.

## 13. Any other Business

### Individualised plan of care document

This went out to each locality. It is up to each locality as to how, where and if it is implemented. It is centrally produced alongside the education and training tool and other documentation. Some have used it as it is, some have adapted it, others are not using it, but it is a decision for individual localities.

### Tameside Palliative Care Conference (backed by Macmillan funding)

Thursday 14 January 2016

### CQC

Any comments and shared resources from recent CQC visits to be discussed at the next meeting.

**Action: CQC to be on the next GM Advisory group meeting agenda**

**Action: Any information on the following to advise Denise at the SCN office – any gaps in CQC can also put a request through to Denise to circulate to the group**

- End of life care strategy and guidance
- Use of subcutaneous fluids

### Lung MDT

Representation on the 4 sector wide lung MDTs has been requested by the Lung Pathway Director, Neil Bayman. This is a peer review requirement.

**Action: Hodan Noor to ask Neil Bayman for a brief of what is expected of palliative care representation on the lung MDTs and will feedback by close of play on Friday 27 November 2016**

## 14. Date and Time of Next Meeting(s)

Tuesday 26 January 2016, 3pm to 5pm, Seminar Room 12, Level 2, Mayo Building, Salford Royal NHS Foundation Trust

Tuesday 22 March 2016, 3.30pm to 5.30pm, Frank Rifkin Lecture Theatre, Level 1, Mayo Building, Salford Royal NHS Foundation Trust



Action summary				
Initial discussion date	Agenda item	Action	Action to be taken by	Date for completion
	2	Anyone working with liver disease patients or those interested in being involved in this area of work on behalf of the advisory group should contact Kim Wrigley at the SCN	All	
	3.1	Further copy of the document to be circulated with the notes	Denise (SCN office)	
	4	Jenny Gallagher to send statement of intent to Dr Waterman	JG	
	5.1	Kim has suggested that the group give specific examples regarding any safeguarding issues	All	
	5.1	Details of SF Taylor to be circulated with the notes	Denise (SCN office)	
	5.4	Item to be added to the agenda for the next advisory group meeting	Kim/Denise (SCN office)	
	5.4	Any further FOI requests which are received should be shared with the group	All	
	6.1	Interested members with the locality to contact Dr Waterman or Denise (SCN office)	All	
	7	Re-circulate the work plan to identify any gaps within work areas	Denise (SCN office)	
	8.1	An amended version of the report to be circulated with the notes	Denise (SCN office)	
	8.1	Wendy to send a copy of the letter via Denise at the SCN office to share with the group	WA/Denise (SCN Office)	
	10.2	Documents will be circulated to the group via the weekly run	Denise (SCN office)	
	10.4	Anyone expressing an interest in being involved in these groups should contact Denise at the SCN office	All	



Initial discussion date	Agenda item	Action	Action to be taken by	Date for completion
	11	Any further questions/concerns can be forwarded to Carole Mula via email to raise at the Directors' Forum meeting in January 2016	All	
	13	CQC – item for next GM advisory group meeting agenda	Kim/Denise (SCN office)	
	13	Gaps in CQC members put a request through to Denise to circulate to the group	All	
	13	Hodan Noor to ask Neil Bayman for a brief of what is expected of palliative care representation and will feedback to the group	CM	27.11.15

