


LEEDS PALLIATIVE CARE NETWORK							 Leeds Palliative Care Network	
PROGRAMME OVERVIEW 19/20								
Objective:	To capture progress of the LPCN projects within 19-20 To enable monitoring of achievement and provide targeted support where required.				<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">on track</div> <div style="border: 1px solid black; padding: 2px;">on hold</div> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">delayed</div> <div style="border: 1px solid black; padding: 2px;">off track</div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">complete</div>		Lead Name:	M Stockton
					Start Date:	May 2019	End Date:	Mar 2020
June 2019 Update								
Project title and Purpose	Key Milestones	Project Lead	Update	Start date	End date	Funding?	Progress	
Education & Research								
1. Palliative and EoL Learning Outcomes Ensure a consistent approach and standard is used to delivery of EOLC education that is evidence based.	-Map city wide education to the outcomes. -Support planned new implementation; WF/Care Homes -Evaluate the impact of using the outcomes. - Leeds input to Regional work; benchmarking CNS roles to outcomes	Trish Stockton	2 new key areas plan to use - Wheatfield's Hospice and Care Homes. Leeds is part of an evaluation study with Hull University. To be included in the Professional section of the new LPCN website as a key place to access. CNS benchmarking ongoing; Review use citywide. To include within LPCN Education Group agenda.	Jul-17	Ongoing	N	on track	
2. Communication Skills Training To deliver consistent and high quality training in communication skills for EOLC across Leeds	-Update current training material. -Support new facilitators to develop skills. -Update for existing facilitators. -Refresh Communication Skills Strategy	Trish Stockton	Communication skills group reviewing content & identifying key strategic areas TS meeting individual facilitators to ascertain their training needs/ support. 1 new facilitators to be trained 2019. Initial links made with Leeds Better Conversations work Clearer understanding of different levels of training provided. To consider internal LPCN bid for resource to support delivery of this work. Next meeting Mid- July 2019	Jul-17	Mar-20	N	delayed	
3. Website Education Content To ensure the education materials and information available on the LPC website is up to date, accurate and complete.	-Agree content list for education section. -Agree lead responsible people for each sub section -Agree materials to be uploaded -Provide content materials to LPCN office within agreed timescale -Review and update content on regular basis	Trish Stockton	To arrange specific meeting for Education Group in March. Information for website to be shared with Trish by 7th May.	Feb-19	May-19	N	on track	
4. Palliative Care Ambulance Crew Training To ensure Leeds Palliative Care Ambulance Crew gain and maintain the skills required to provide a high quality service	-Agree content of Training with YAS -Deliver training annually as agreed -Review Training needs annually	Trish Stockton	Citywide training team established. Meeting planned to discuss training needs 20th June	Apr-19	Mar-20	N	on track	
5. Train the Trainers - Advance Care Planning for People with Dementia To deliver agreed Advance Care Plan training programme to professionals across the region as commissioned by West Yorkshire and Harrogate ICS	-Finalise the training programme content with ICS -Agree training dates and advertise -Select 10 facilitators for first cohort -Deliver training twice / year	Trish Stockton	Initial date agreed. Programme advertised. First Training to be delivered June 2019	Apr-19	Mar-20	NHSE	on track	
6. Syringe Driver Use Training for LYPFT / The Mount To provide clinicians within The Mount the skills necessary to use and administer medications via a syringe driver	-Agree training needs and content -Develop a training plan / sessions -Deliver the training -Evaluate Training -Monitor clinician competence and confidence using the equipment and delivering care	Trish Stockton Nicky Needham	Training Team (includes St. Gemma's, Wheatfields and LCH) meeting to plan the sessions. To also include prescribing and medication training from Moira	Apr-19	Mar-20	N	on track	
7. ECHO System To develop, support and promote a tele-education system citywide. (incl GP's, Care homes, EOL Teams and NHS Trusts).	-Engage with national roll out for use of ECHO -Secure Funding for staff time to support project -Complete training for initial ECHO team -Citywide Engagement event -Agree next steps and roll out -Start first ECHO course -Evaluate ECHO use -Agree next stage roll out -Recruit Admin Support	Jane Chatterjee	LPCN project group established The development of ECHO programmes agreed. Primary Care to be first programme. GP programme started Feb 2019; Good attendance and Positive initial feedback.	Sep-17	Mar-20	Funding made recurrent for ECHO Support Team	on track	

Patient Experience & Quality Improvement							
<p>8. EOLC Metrics Agree and implement a suite of metrics across Leeds to measure the effectiveness and quality of palliative and EoL Care.</p>	<ul style="list-style-type: none"> - Agree metrics to report - Work with Informatics Hub to agree reportable data - IG data sharing issues resolved to enable data flow - EPaCCs reports published (for 2017/18) - Full metrics Report Produced (April 2018) - Understand links to other metrics / information systems (EG RAIDR) 	<p>Adam Hurlow</p>	<p>Both 2017/18 and 2018/19 EPaCCs reports now received and distributed. Still waiting for Hospital admissions in last 90 days data for 18/19 Next metrics meeting to agree next steps for data development and reporting and further develop metrics plan. LPCN have secured a place on the Leeds Informatics Boards and will provide an update to them on the metrics and EPaCCs development work below.</p>	<p>Sep-16</p>	<p>Mar-20</p>	<p>N</p>	<p>on track</p>
<p>9. Improving EPaCCs, its use and reporting Increase the use of EPaCCs across Leeds Providers to improve the coordination and management of Palliative & EOL Care. To improve the reporting of EPaCCs data to further improve use, monitor EOL outcomes and inform system planning. To include the use of and access to the ReSPECT document and process. (Recommended Summary Plan for Emergency Care and Treatment)</p>	<ul style="list-style-type: none"> - Develop PPM+ version of EPaCCS template and reports. - Pilot PPM+ version - LTHT launch - Explore options for shared palliative care view within Leeds Care Record - PC information leaflet updated and implemented - EPaCCs User Feedback - Patient consultation - Evaluate EPaCCs to inform further quality improvements required - Fully Review EPaCCs tool 	<p>Sarah McDermott</p>	<p>LTHT EPaCCs developed within ReSPECT. Reports development in progress. Full launch date in LTHT Dec 18 ReSPECT/ DNACPR link from PPM+ ReSPECT Form improvements planned following feedback. LPCN linked with Community/Out of Hospital ReSPECT Group, with hospice, GP, CCG and LCH representation and will receive notes. Project support identified for Community/Out of Hospital Respect Group. 1. From July 2019 project support being provided by LCH EPR team. Project lead identified and project plan, including training plan in development and to be shared at the July community respect group meeting. PH colleagues and ReSPECT groups aware of work. 2. Community/Out of hospital ReSPECT process options paper developed and circulated to community group; risks, benefits and solutions. 3. Review of EPaCCS and creation of S1/EMIS versions of ReSPECT complete and clinician feedback being sought prior to final revisions and sign off. EPaCCS and ReSPECT S1 templates being linked/combined - proposed name Planning Ahead (EPaCCS/ReSPECT). Links with Seacroft and Garforth LCPs established to seek feedback on ACP potential to support frailty PHM. Leeds Informatics Group updated on developments June 2019. 4. What Happens When My Heart Stops patient information leaflet revised and to be shared with the Community/Out of hospital group. 5. Public involvement under consideration. AUPC Audit of EPaCCs data and EPaCCs user survey to inform future targeted Quality Improvement Work approved. Improved citywide data now available for review by AUP; though still need date of death. Commenced audit work; full report early summer. Commence Survey July.</p>	<p>Sep-17</p>	<p>Mar-20</p>	<p>N</p>	<p>on track</p>
<p>10. Provision of 50 additional Syringe Drivers to core care providers To improve patient care and experience through increasing availability and access to equipment required for effective symptom management</p>	<ul style="list-style-type: none"> - Meet with LTHT medical Physics to explain bid and agree purchasing process - Order Syringe Drivers and lock boxes - Transfer fund to LTHT - Finalise numbers required with each provider - Medical Physic to check and label devices - Distribute to Providers 	<p>Diane Boyne Liz Rees</p>	<p>Initial meeting with Liz Rees and Gerry Holiday -Medical Physics Dept. Gerry to agree within LTHT purchase process.</p>	<p>Apr-19</p>	<p>Sep-20</p>	<p>Y CCG Pipeline Bid</p>	<p>on track</p>
<p>11. Bereaved Carer's Survey: To gain feedback on experience of EOLC delivered from carers of recently deceased patients.</p>	<ul style="list-style-type: none"> - Work with Healthwatch on design, promotion and analysis - Review and refine survey for scientific rigour - Finalise survey to be delivered annually with CCG funding - Agree distribution process and dates for survey - Analyse returned surveys - Produce annual report of findings 	<p>Liz Rees/Claire Iwaniszak</p>	<p>Simon Pini & Jakki Birtwistle (AUPC) presented the final qualitative report. To be add as an Appendix to the final report. Claire Iwaniszak shared draft report to group for comments - report to be finalised by W/C 22nd July and sent to Diane Boyne for final sign off. Report to be published on LPCN & Health website. Diane Boyne & Clare Russell to develop action plan to be included in final report. Healthwatch will continue to support 19/20 survey. Agreed that next survey will run in Q4. Primary care and LCHT collaborating for next survey. Lisa Kundi to attend June's meeting and reports plans have been going well so far. Helen Syme will be taking over leading the next round and group to meet again at beginning of September.</p>	<p>Apr-18</p>	<p>Jul-19</p>	<p>Y Recurrent funding Request annually</p>	<p>on track</p>

Workforce & Service Development							
<p>12. Transfer of Care - To improve the transfer of patients between all providers to improve continuity of care and patient experience.</p>	<ul style="list-style-type: none"> Monitor impact of daily patient transfer meeting process. Agree new areas for improvement and prioritise Refresh Terms of Reference <p>TOC sub group: - Hospice to Hospital 'interface project' developed to improve and widen patient access to the Nurse led EOLC beds within the Hospices from A&E</p>	<p>Clare Russell</p> <p>Catherine Malia</p>	<p>Initial objectives achieved, further TOC objectives to be identified and agreed. Meeting Dates Set for 2019-20. Next 25th April 2019 Future Priorities will be: Hospital : Hospice - Optimise us of Hospice EOLC Beds - Monitoring implemented changes and TOC data. - Scoping Trusted Assessor Models - Silver Command responses Hospital : Community - Develop understanding of flow into and out of community within the city; including Fast Track</p> <p>A&E Subgroup; final flowchart and supporting documentation Launched January 2019 Audit measures agreed. First patient transferred using agreed flowchart process. To continue to monitor impact.</p>	<p>Apr-19</p>	<p>Mar-20</p>	<p>N</p>	<p>on track</p>
<p>13. Improving EOLC for people with Heart Failure To improve the quality of care for patients with advanced heart failure in Leeds</p>	<ul style="list-style-type: none"> Re-establish project group links with LHTT Cardiology and Community Heart Failure Nurses Agree priorities for 19/20 workplan Map Leeds against Hospice UK recommendations and identify gaps Put in place activity monitoring process Check staff confidence via self efficacy scale Deliver update / refresh training as required 	<p>Jason Ward</p>	<p>Report with recommendations written and circulated. Funding to support MDT and further Quality. Improvement work agreed by CCG for 2019-20. Meeting to agree high level plan for 19/20 complete.</p>	<p>Apr-19</p>	<p>Mar-20</p>	<p>Y Recurrent funding</p>	<p>on track</p>
<p>14. Leeds Palliative Care Ambulance To provide support to the operational Group and deliver service improvements identified</p>	<ul style="list-style-type: none"> Agree the Terms of Reference Establish formal reporting into LPCN Develop Activity Report for LPCN Develop a Stand Operating procedure for the service Ensure SOP is adopted by YAS formally Agree service improvement plan for 19/20 (Contracting and Commissioning with CCG) 	<p>Deborah Borrill</p>	<p>Draft TOR for group completed including reporting into LPCN. Final amends made. Meeting to develop SOP - 14th May. Draft SOP circulated by YAS. Final version to go through YAS governance for approval. New Chair agreed for the group - Dave Green, Head of PTS, YAS. Request for LPCN office to now administrate meetings. Quarterly Summary Activity Report to be developed. Still pursuing procurement of replacement ambulance. next group meeting in September 2019</p>	<p>Apr-19</p>	<p>Mar-20</p>	<p>Y CCG funded service</p>	<p>on track</p>
<p>15. Improving EOLC for people living with Dementia Through a collaborative and whole system approach implement evidenced based practice and influence system wide workforce, training and development.</p>	<ul style="list-style-type: none"> Secure funding for project lead Establish a citywide project group Develop project plan for priorities agreed. Establish links with regional/ national groups Identify gaps in workforce and propose solutions Share Evidenced Base Practice 	<p>Jane Chatterjee</p>	<p>Priorities : Securing End of Life Admiral Nurse post(s) for Leeds Bid not funded by CCG to consider next actions. To develop a cohesive approach to the assessment of pain and distress Pain Subgroup established- First Meeting held 20 May To develop a cohesive approach to Advanced Care Planning. ACP Subgroup established -First met 3 May. To arrange a system wide workshop to feed into regional work. Planning meeting- 25th June. Workshop- 22nd July Links made with LCP Clinical Leads. Member of WY&H ICS Working group Update briefing circulated.</p>	<p>Jan-18</p>	<p>Mar-20</p>	<p>Pipeline bid</p>	<p>on track</p>
Medicines Management							
<p>16. Process for identification and production of LPCN Medicines Related Guidance Develop a robust system to cover the whole process of guideline production from identification of need to ongoing review that links to Citywide processes already in place</p>	<ul style="list-style-type: none"> Map current Leeds process Write SOP for LPCN (links to LPCN website as LHP is not accessible to all) 	<p>Moira Cookson</p>	<p>Citywide mapping of ratification process complete. Draft SOP completed, summary of citywide process to be an appendix to this. Draft SOP circulated to Exec with minutes for comment</p>	<p>May-17</p>	<p>Sep-19</p>	<p>N</p>	<p>on track</p>
<p>17. Anticipatory Medications To provide consistent advice and access to Network member organisations on the prescribing and use of anticipatory medicines</p>	<ul style="list-style-type: none"> Audit of S/C medication administered in last days of life Present Results to Anticipatory Meds Group Discuss issues identified at National Anticipatory Study Days Review Anticipatory Syringe Driver Guidance Identify next Steps 	<p>Moira Cookson</p>	<p>Data collection form piloted and agreed by group. Audit completed in October for LCH and hospices. Data input ongoing. AH has provided data from CUBE data now collated and analysed Members of group attended national study day Meeting in June to discuss next steps</p>	<p>Sep-17</p>	<p>Mar-20</p>	<p>N</p>	<p>on track</p>
<p>18. Review and Refresh Existing Guidance Ensure all existing and approved guidance is updated within agreed timescales and redistributed across the system</p>	<ul style="list-style-type: none"> Ensure all approved guidance have review dates agreed Establish review groups for guidelines as required To review Opioid Wheel by April 19 To review seizure and bleeding guidance Update the Patient Opioid Leaflet. 	<p>Moira Cookson</p> <p>Lisa Nicholson</p> <p>?</p>	<p>To secure support for review of opioid wheel. Moira and Lynne met to review wheel, minor alterations to formatting, no alterations to content. No comments received regarding issues with conversions. Updated document complete and on LHP. Also on LPCN website. Executive are happy for documents to be owned by LPCN Work with Suzie Gillon to review guidance. Update complete awaiting LPCN branding adding.</p>	<p>Nov-18</p>	<p>May - 19</p> <p>May - 19</p>	<p>N</p>	<p>on track</p>
<p>19. Electronic prescribing and Medicines Administration (EPMA) within Hospices IPU Improve prescribing and accountability of administration and reduces risk of medication errors</p>	<ul style="list-style-type: none"> Scope the systems available to support EPMA View potential system options Agree preferred system to use Understand what is technically required to deliver Secure hardware to deliver system Produce Implementation Timeline Implement system across hospices 	<p>Moira Cookson</p>	<p>TPP have identified issues with community prescribing that will be compromised if IPU EPMA is switched on. Meeting with Tony Deighton, Jason Ward and Valerie Shaw to clarify the impact of these at St Gemma's and then move forward with organising training from TPP. Wheatfields have a new IT/ System 1 manager in post who will help move project forward. Hardware purchased by St. Gemma's as will support paper light. Link with Kirkwood Hospice that will facilitate reciprocity of resources on EPMA projects. Building/testing formulary Mar/April 19 - Done Kirkwood Hospice go live EPMA May 19 - Done St Gemma's and Wheatfields initial TPP training and EPMA switch on June 19 Wider staff training / importing formulary / local testing July & August St Gemma's & Wheatfields Hospices go live EPMA Sep/Oct 19</p>	<p>Jun-18</p>	<p>Oct-19</p>	<p>Pipeline bids x 2</p>	<p>on track</p>

Corporate							
20. Palliative Care Website: To maintain LPCN website for public and professionals to provide advice and support regarding EOLC.	-Oversee input and website content - Quarterly oversight and review group meetings - Manage associated promotional materials - Maintain links with BML who support management and development of website.D33	Diane Boyne	Website Group to oversee further developments established Public Content to be refreshed. Patient Information Leaflet content to be reviewed and reprinted as demand significant.	Jun-19	Mar-20	Pipeline bid Recurrent Funding to maintain from 2019-20	on track
21 Strategy Development To inform and develop the next Strategy for Palliative and EOLC for Leeds	Gather all available intelligence and feedback: Strategy Event Report, Refreshed HNA, Optum Information, Bereaved Carers Survey Report, EPaCCS / Metrics Report AUPC - EPaCCs analysis / survey PHM - Frailty Outcomes etc. Scope Out and agree Key Priority Areas / Themes. Secure Support for Strategy Production Establish Strategy Advisory Group High level Plan Agreed SAG to agree dates	Mike Stockton	2nd OPTUM data sharing meeting held;follow up information to be provided and consider how to add hospice data to Leeds Data set. Draft Strategic Framework Developed First SAG held and successful- Notes circulated. To develop TOR. Workshop planned for 12th June to agreed Outcomes Framework and Scope. Follow up working group to finalise Outcomes Framework 17th July. Next SAG meeting September. Support to author Strategy Document From NHS Leeds CCG agreed.	Feb-19	Nov-19	Core MCN LAHP Grant TBA	on track
External / Wider network							
22 Frailty PHM Ensure palliative & EoLC is represented in plans for development of Population Management Approach to Frailty and EOL	Decide who within LPCN aligns to working groups and mechanism for feeding back	Adam Hurlow Sarah McDermott Gill P	LPCN maintaining involvement. Working groups formed: Training & Culture; Proactive Care; Virtual Ward; Rapid Response; Discharge. LPCN input clarified. EOL to be removed from Frailty Segment. EOL agreed to be a separate segment so OPTUM can provide data analysis for this Population. Initial contact with OPTUM and LPCN made. Follow up OPTUM workshop 16th May complete. Adam and Sarah to update Clinical Strategy Group regarding EPaCCs template and ReSPECT development. Also 18/19 metrics report. Webex with OPTUM July 18th to discuss LCP report. Links with 2 LCP's made regarding Advance Care Planning. Virtual Ward being planned. Contact made with Emma Fraser - CCG project lead.	n/a	ongoing	CCG PHM E6k	on track
23. Single Point of Access (SPA) Ensure palliative & EoLC is represented in plans for Citywide SPA.	Better understand the citywide work.	Sarah McDermott Diane Boyne	Link with Leeds CAS in place. Initial meeting 29th November to share opportunities for joint working. To meet again in January. Raised idea of Advanced Care Plan to the LCR work. Leeds CAS to analyse data regarding % of EOLC calls Plan for Leeds CAS to expand number of Practices supported and times available from April 2019. Val to visit CAS to share learning. No recent updates. Citywide Group meeting postponed until July 16th.	n/a	n/a		on track
24 Respiratory /COPD Pathway Ensure Palliative & EoLC is represented in plans for COPD pathway(s).	LPCN contribute to citywide agenda and service redesign.	Sarah McDermott	The group is currently focussing on the following: • Advance care planning in relation to pulmonary rehab • Perceived delays in care packages at the point of discharge and for people already at home • Non-pharmacological approaches to care/breathlessness • Wider sharing of LHT medicines management guidance around de-prescribing • Wider sharing of LHT training podcasts • Further citywide study day Links with the Community Geriatricians have been made NB Chris Kane, Suzie Gillon, Alison Bolland and Jason Ward working collaboratively to undertake audit of potential need/ demand for MDT support; Survey within LHT. Will then consider community referral demand. This will inform development of single pathway for Breathless Therapy Support for Advanced COPD in the community (both at home and in clinic/ day unit) and level of input required to COPD MDT.	n/a	n/a	Y WF Recurrent Therapy Post	on track
25. Specialist Palliative Care Advice to YAS To provide single contact number for Leeds to enable access to SPC advice and support to YAS Ambulance Crews who are called out to people diagnosed as at End of Life. This is a Regional Wide Project	-Identify all key people for this project in Leeds -Propose a simple solution(s) to enable a single contact point to be provided for SPC; in hours and out of hours -System choose and agree preferred option -Regional Lead notified of Leeds numbers -Partners agree and adopt the recording process for administering calls - Continued liaison and feed back to Regional Lead and YAS	Helen Livingston (Regional Lead) Hannah Zacharias Leeds	Continued use of process reported by YAS. Hannah will share back with Helen Livingston - Regional Lead.	Oct-18	Jan-18 Go live Mar-20 Monitor and report first year		on track
26. Leeds Mortality Reviews To contribute to the citywide Mortality Review work led by Ian Cameron, Director of Public Health, LCC.	Share Learning from the Mortality Review process Identify risks and issues for system and PEOLC	Lynne Russon	To ask Lynne for update.	Apr-19	01/03/20		
27. Learning Disability EOLC Service Improve EOLC, including support at home, for people living with a Learning Disability	Not a formal Project. Group are building links and engaging with LD patients about their needs and choices.	Margaret Deardon Chris Stothard Michelle Evans				N	
28. Gypsies and Travellers Supporting individuals at EOL to access care and remain in their own home.	Not a formal project. Hannah Wilson CNS at Wheatfields has developed links with the Liaison Officer for the Cottingley Springs Gypsy and Travelers Site: https://www.leeds.gov.uk/residents/housing/housing-options/gypsy-and-travellers	Hannah Wilson	Highlighting issues with fair access to care and GP registration.				
29. Prison EOLC MDT Providing Specialist Palliative Care advice and support to the Armley Prison Health Care Team. Improve EOLC within Prison and reduce need for hospitalisation.	Consultant and therapist attend 1/12 MDT to discuss advanced illness and complex cases.	Chris Kane	8 Cases to date where hospital admission avoided. Inmates would like to be able to die in cells not on healthcare unit - Challenges. Developing Education Programme for Prison Health and Care Staff. Monthly MDT's continue	Apr-18		Yes CCG R	

<p>30 Homelessness Improve the care and support provide to people who are homeless at the end of their life</p>	<p>Semi formal project. One of St. Gemma's Quality Account Commitments. St. Gemma's have developed links with other Homeless Specialist Services in Leeds - York Street Practice, St. Georges Crypt, Held an initial introductory workshop. Agreed to extend partners involved and Identified who else to involve across the city Supporting GSF meetings with York Street Developed training for Primary Care Staff at York Street</p>	<p>Catherine Malia</p>	<p>Next Workshop to involve wider group being planned.</p>			<p>N</p>	
<p>31. Care Home Scheme for Primary Care</p>		<p>Helen Smith</p>	<p>NHS Leeds CCG Lead is Helen Smith. DB made contact DB to join citywide Care Homes Commissioning Group.</p>	<p>n/a</p>	<p>DB</p>		<p>on hold</p>
<p>Specialist Palliative Care Supported MDT's</p>							
<p>Heart Failure</p>							
<p>Parkinson's</p>							
<p>MND</p>							
<p>Movement Disorders</p>							
<p>Renal</p>							
<p>Respiratory</p>							
<p>Closed /Completed Projects</p>							
Project Title and Purpose	Key Milestones	Project Lead	Update	Start date	End date	Funding?	Add from dropdown
<p>1. Palliative Care Education Overview Collate current EOLC education delivered and identify gaps for each staff group.</p>	<p>-Gather information from education providers and employers of health and care staff in Leeds -Formulate a useful report -Identify Gaps -Agree next steps</p>	<p>Trish Stockton</p>	<p>Training provided and future training planned collated to devise annual report for CCG. Analysis of data progressing. Report completed and circulated Feb. Lessons learnt for future data collection and gaps in education agreed. To agree future data collection format and gap analysis as workforce data not easily found. Suggest close project - Agreed by LPCN Executive</p>	<p>Jul-17</p>	<p>Oct - 18 Nov - 18 Feb - 19 Jun- 19</p>	<p>N</p>	<p>complete</p>
<p>2. Guideline for Self / Informal carer administration of S/C medication New Guidance for Leeds to enable improved self care out of hospital</p>	<p>-Develop a guideline -Ratify guideline through appropriate governance -Implement guideline into practice -Review impact</p>	<p>McDermottChris T</p>	<p>Guideline & patient/carers documents completed, ratified and incorporated into LCH CD policy Guideline cascaded within LCH Quality Meeting 6.12.18 Article to promote use within LCH Newsletter Uploaded to Leeds Health Pathways and website. Briefing circulated to LPCN members. Projecy closed</p>	<p>Jun-17</p>	<p>Jun-19</p>	<p>N</p>	<p>complete</p>