

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.	on track	on hold	Lead Name:	M Stockton
		delayed	off track	Start Date:	May 2019
		complete		End Date:	Mar 2020

September 2019 Update								Progress
Project title and Purpose	Key Milestones	Project Lead	Update	Start date	End date	Funding?	add from dropdown	
Education & Research								
1. Palliative and EoLC 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. On Hold pending additional capacity / CCG Bid	Jul-17	Ongoing	N	on hold	
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. Information for additional resource circulated to the education group	Jul-17	Mar-20	N	off track	
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. Ongoing review of content by Education Group	Feb-19	01/05/2019 May 2020	N	on track	
4. Leeds Paramedic Crew Training To ensure Leeds Paramedic Crew gain and maintain the skills required to provide a high quality service	- Agree content of Training with YAS - Deliver training as agreed- 3 sessions - Review Training needs annually	Trish Stockton	Citywide training team established. Meeting planned to discuss training needs Training dates to be organised	Jun-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. Delivered 2 training sessions for facilitators Delivered sessions to teach Review if more sessions required.	Apr-19	Mar-20	NHSE	on track	
6. EOLC / Symptom Management / Syringe Driver Use Training for LYPFT / The Mount To provide clinicians within The Mount the skills necessary to deliver EOLC, 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 Delivered 3 to of 6 training sessions - Well evaluated Syringe Driver Training on hold pending development of LYPFT guidelines	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. GP programme currently being reviewed EOI from Care Homes to be started in October ECHO Co-ordinator appointed.	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 EoLC</p>	<ul style="list-style-type: none"> - Full Metrics Report Produced - Understand links to other metrics / information systems (EG RAIDR) -EPaCCS report flowing routinely every quarter - Further Metrics agreed for next Leeds Strategy - Continue to pursue interoperability and influence LCR 	Adam Hurlow	<p>Q1 2019/20 reports now available. Hospital attendance and admissions in last 90 days data now available. To meet Oct/Nov to further analyse hospital data. To meet to review and agree future potential Metrics for Leeds Strategy LPCN have secured a place on the Leeds Informatics Board</p>	ongoing	Mar-20	N	on track
<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 	Sarah McDermott	<p>LTHT EPaCCs developed within ReSPECT. Reports development in progress. ReSPECT/ DNACPR link from PPM+ ReSPECT Form improvements planned following feedback. 1. LPCN linked with Community ReSPECT Group, with hospice, GP, CCG and LCH representation and will receive notes. • Project support for Community Respect Group extended to end of March 2020 • £40k available from commissioners to support community implementation - for discussion at LPCN exec 16.10. 2. Training T&F group meetings 7.10 and 15.10 to scope... • Phase 1 implementation ?March / April 2020 o Targeted training for existing LCH, hospice and Primary Care DNACPR signatories o Awareness raising • Phase 2 – Sustainability plan; review staff groups and training pathways, including Comms skills 3. Draft referral process maps developed that include uploading ReSPECT to LCR; discussions in progress with SPUR role and involvement. 4. Creation of S1/EMIS Planning Ahead (EPaCCS/ReSPECT) template complete and clinician feedback sought. Testing has highlighted some issues which are being reviewed. S1 status marker identified. Links with Seacroft and Garforth LCPs established and ACP potential to support frailty PHM explored. 5. What Happens When My Heart Stops patient information leaflet revised, being printed and will be made available within LCH and Primary Care. 6. Public involvement campaign included in project plan – Tom Daniels to d/w CCG. 7. Community group to request citywide meeting • Audit tool finalised to review ReSPECT forms and inform feedback to LTHT • LCH EPR team to explore alert options with LCR team • Explore joint approach to public awareness campaign – Tom Daniels to explore resource within CCG Comms. AUPC Audit of EPaCCs data and EPaCCs user survey to inform future targeted Quality Improvement Work. Data delay but now provided and initial cleanse complete. Initial findings and plan for survey by end November 2019.</p>	Sep-17	Mar-20	N	on track
<p>10. Improving EOL care data within the Leeds data set To expand the EOL data available for future analysis and planning by adding hospice data.</p>	<ol style="list-style-type: none"> 1. Meet with the Leeds health and care Informatics team 2. Agree what hospice data should be included within Leeds data set from both St. Gemma's and Wheatfields 3. Agree how data will be collected / flow 4. Check all IG requirements are covered including any additional data sharing agreements 5. Consider other useful data that might be included - e.g. CHC fast Track data. 	Mike Stockton	<p>First meeting 4TH September very positive. Tony Deighton to met with Simon Harris and team to review data available and agree what would be best to inform the data set. Tony will then liaise with Daniel Yates. Additional data sharing agreement may be required.</p>	Jul-19	Dec-19	N	on track
<p>11. 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 	Diane Boyne Liz Rees	<p>Syringe Drivers ordered but delay with delivery. Hoping for mid September delivery with further 3 weeks for medical physics to check and label.</p>	Apr-19	Sep-20	Y CCG Pipeline Bid	on track
<p>12. 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 	Liz Rees/Claire Iwanisak	<p>Report for 2018/19 agreed and finalised. Published on LPCN & Healthwatch website and distributed widely via email. Healthwatch will continue to support 19/20 survey. Agreed that next survey will run in Q4. Survey and SOP being updated for 2019/20 Primary care and LCHT collaborating for next survey and developing process and questions. Lisa Kundi to attend group to represent primary care Helen Syme will be taking over leading the group.</p>	Apr-18	Jul-19	Y Recurrent funding Request annually	on track

Workforce & Service Development							
<p>13. 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. Future Priorities will be: Hospital : Hospice - Optimise use of Hospice EOLC Beds - Monitoring implemented changes and TOC data. - Scoping Trusted Assessor Models - Silver Command responses - ED TOC project Hospital : Community / Out of Hospital - Develop understanding of flow into and out of community within the city; including Fast Track to inform future service redesign</p> <p>A&E Subgroup; final flowchart and supporting documentation Launched January 2019 Audit measures agreed. Small numbers of patients being transferred using agreed flowchart process. Need to arrange meeting to review impact and consider how failed demand is captured and reported.</p>	Apr-19	Mar-20	N	on track
<p>14. 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 LTHT 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 	Jason Ward	<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>	Apr-19	Mar-20	Y Recurrent funding	on track
<p>15. 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 new Terms of Reference - Establish formal reporting into LPCN - Develop Quarterly 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) 	Dave Green	<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.</p>	Apr-19	Mar-20	Y CCG funded service	on track
<p>16. 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 	Jane Chatterjee	<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 - well attended. Links made with LCP Clinical Leads. Member of WY&H ICS Working group Update briefing circulated to EOL Dementia Group</p>	Jan-18	Mar-20	Pipeline bid	on track
Medicines Management							
<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 	Moira Cookson	<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 To undertake a further 3 month audit within LCH: Audit form redesigned and approved by PCL's at LCH Karen Neoh briefed PCL's about form completion. Audit to commence Jan 2020 for 3 months to include pre and post death medication quantities To redraft the Syringe Driver Guidance and include within LCH last days of life guidance.</p>	Sep-17	Mar-20	N	on track
<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 <p>- To review seizure and bleeding guidance</p> <p>- Update the Patient Opioid Leaflet.</p> <p>- Partnership Branding of Guidelines</p>	<p>Moira Cookson</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.</p>	Nov-18	May - 19	N	on track
		<p>Lisa Nicholson Suzie Gillon</p>	<p>Executive are happy for documents to be owned by LPCN Lisa will work with Suzie Gillon to review guidance.</p> <p>Updates completed. Circulated for comment.</p>		May - 19		
		<p>Moira Cookson Diane Boyne</p>	<p>Branding of future partner documents agreed with LTHT medical illustrations and SOP produced. LTHT Medical Illustrations will format documents listed above.</p>	Jun-19	Aug-19		complete
<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 	Moira Cookson	<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 Sept -Nov 19</p>	Jun-18	Oct-19	Pipeline bids x 2	on track

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.	Diane Boyne	Website Group to oversee further developments established. Activity on website good. Public Sections- Content to be refreshed. To move LPCN content under About Us and Resources to simplify searching. Patient Information Leaflet content reviewed and agreed; to add LHTT order numbers LPCN will then reprint. To meet quarterly.	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	Strategy Advisory Group TOR agreed. To meet bi monthly. Draft Overarching Framework Developed and supported Draft Outcomes Framework produced and supported. Draft HNA progressing. Sub Group required to review recommendations. Positive HWBB presentation. To meet with Paul Bollom regarding future links with Leeds Plan. Meeting with LCC SLT 9th October to share work to date.	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	Maintain LPCN links to working groups and ensure 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. Links with 2 LCP's made regarding Advance Care Planning. Virtual Ward due to go live 4.11.19 for Beeston and Middleton NTs. Initial focus will be on hospital avoidance. Contact made with Emma Fraser - CCG project lead.	n/a	ongoing	CCG PHM £6k	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 July 16th. EOLC colleagues to meet with LCD separately to review options	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 LHTT medicines management guidance around de-prescribing • Wider sharing of LHTT 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 LHTT. Will then consider community referral demand. Presentation to LPCN group on 10th July. LPCN arranging meeting to discuss future community services model with hospices and LCH colleagues.	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. There has been an increase in requests for advice by ambulance crews to the hospice community team during in-hours about patients already known to them but not new cases. 2 cases during out of hours to date.	Oct-18	Jan-18 Go live Mar-20 Monitor and report first year		on track
26. Care Homes To provide Palliative and EOLC support to the citywide Care Homes agenda	- Contribute to the citywide Care Homes Groups - Ensure Care homes are represented within the LPCN	Helen Smith Diane Boyne	NHS Leeds CCG Lead is Helen Smith. DB made contact DB member of citywide Care Homes Commissioning Group. LPCN website to be linked from LCC Quality Team Care Homes website Continuing to develop links further.	01/08/19	01/03/20		on track
27 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	Lynne liaising with Ian Cameron about attending meetings and ongoing citywide work.	Apr-19	01/03/20		
28 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	
29. 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.				
30. 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	

31 Homelessness Improve the care and support provide to people who are homeless at the end of their life	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	Catherine Malia	Next Workshop to involve wider group being planned.			N	
Specialist Palliative Care Supported MDT's							
Heart Failure							
Parkinson's							
MND							
Movement Disorders							
Renal							
Respiratory							
Closed /Completed Projects							
Project Title and Purpose	Key Milestones	Project Lead	Update	Start date	End date	Funding?	Add from dropdown
1.Palliative Care Education Overview Collate current EOLC education delivered and identify gaps for each staff group.	-Gather information from education providers and employers of health and care staff in Leeds -Formulate a useful report -Identify Gaps -Agree next steps	Trish Stockton	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	Jul-17	Oct - 18 Nov - 18 Feb - 19 Jun- 19	N	complete
2. Guideline for Self / Informal carer administration of S/C medication New Guidance for Leeds to enable improved self care out of hospital	-Develop a guideline - Ratify guideline through appropriate governance - Implement guideline into practice - Review impact	Sarah McDermott Chris Toothill	Guideline & patient/carer 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. Project closed	Jun-17	Jun-19	N	complete
3. 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 Training delivered on 17th July. Training may need to be adjusted in future to reflect the changing role of crew as per new SOP.	01/04/19	01/03/20	N	complete
4. 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	- Map current Leeds process - Write SOP for LPCN (links to LPCN website as LHP is not accessible to all)	Moira Cookson	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 SOP approved at Exec meeting on 17th July to circulate to members and monitor use / impact. Circulated and on website	May-17	Sep-19	N	complete