


LEEDS PALLIATIVE CARE NETWORK							 <b>Leeds Palliative Care Network</b>	
PROGRAMME OVERVIEW 19/20								
Objective:	To capture progress of the LCPN projects within 19-20 To enable monitoring of achievement and provide targeted support where required.				<div style="display: flex; justify-content: space-around;"> <span style="background-color: #6aa84f; color: white; padding: 2px;">on track</span> <span style="background-color: #0070c0; color: white; padding: 2px;">on hold</span> </div> <div style="display: flex; justify-content: space-around;"> <span style="background-color: #e69d00; color: white; padding: 2px;">delayed</span> <span style="background-color: #c00000; color: white; padding: 2px;">off track</span> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <span style="background-color: #999999; color: white; padding: 2px;">complete</span> </div>		Lead Name:	M Stockton
					Start Date:	May 2019	End Date:	Mar 2020
November 2019 Update								
Project title and Purpose	Key Milestones	Project Lead	Update	Start date	End date	Funding?	Progress	
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 any planned new implementation; -Evaluate the impact of using the outcomes. - Leeds input to Regional work; benchmarking CNS roles to outcomes	Trish Stockton	Prof Taylor is undertaking an evaluation of how the outcomes are currently being used in Leeds and what challenges there are to implementation. Then we will review how we are going to use them citywide. The EoLC outcomes are now in the Professional section of the new LCPN website as a key place to access. CNS mapping completed and they are being used regionally through ECHO programme;	Jul-17	Ongoing	N	on track	
2a Communication Skills Training To deliver consistent and high quality training in communication skills for EoLC across Leeds - Training Delivery	-Deliver Training -Support new facilitators to develop skills. -Update for existing facilitators.	Trish Stockton	1 new facilitator has been trained 2019. TS continues to support facilitators - new and existing training programme continues to be delivered regularly.	Jul-17	Mar-20	N	on track	
2b Communication Skills Training To deliver consistent and high quality training in communication skills for EoLC across Leeds - Strategy and Programme Content	-Update current training material. -Refresh Communication Skills Strategy		LPCN agreed to use resources to support a post to deliver key strategic development. Draft role profile written and to be taken forward		Mar-20		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	Education content on the LPCN website Ongoing review of content by Education Group and areas updated or added to accordingly	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	Training dates organised Jan & Feb 2020. Course advertised and recruiting. Training sessions will be evaluated.	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	Delivered 2 training sessions for facilitators and supporting in practice Delivered sessions to front line staff and added some more Advanced Care Planning training sessions. Programme will be evaluated March 2020	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) delivered 6 sessions which included prescribing and medication training from Moira Well evaluated and training group to meet LYPFT to discuss future training needs 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 GPs, Care homes, EoLC 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	GP programme started Feb 2019; Good feedback and will be fully evaluated December 2019 Currently advertising for second GP programme 2020. ECHO Co-ordinator appointed. CNS regional ECHO programme commenced Plan being developed to advertise to care homes in collaboration with EoLC facilitators. Discussions with key people about using the Hub for other areas of training e.g. Frailty	Sep-17	Mar-20	Funding made recurrent for ECHO Support Team	on track	

Patient Experience & Quality Improvement							
<p><b>8. EOLC Metrics</b> Agree and implement a suite of metrics across Leeds to measure the effectiveness and quality of palliative and EoL</p>	<ul style="list-style-type: none"> <li>- Full Metrics Report Produced</li> <li>- Understand links to other metrics / information systems ( EG RAIDR)</li> <li>- EPaCCS report flowing routinely every quarter</li> <li>- Further Metrics agreed for next Leeds Strategy</li> <li>- Continue to pursue interoperability and influence LCR</li> </ul>	Adam Hurlow	<p>Q1 2019/20 reports now available. Hospital attendance and admissions in last 90 days data now available. Citywide report still delayed. Draft provided but still requires summary writing and approval to use / distribute. To meet Nov / Dec 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	delayed
<p><b>9. Improving EPaCCs, its use and reporting</b> Increase the use of EPaCCs across Leeds Providers to improve the coordination and management of Palliative &amp; 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. <b>(Recommended Summary Plan for Emergency Care and Treatment)</b></p>	<ul style="list-style-type: none"> <li>-Develop PPM+ version of EPaCCS template and reports.</li> <li>-Pilot PPM+ version</li> <li>-LTHT launch</li> <li>Explore options for shared palliative care view within Leeds Care Record</li> <li>-PC information leaflet updated and implemented</li> <li>-EPaCCs User Feedback</li> <li>-Patient consultation</li> <li>-Evaluate EPaCCs to inform further quality improvements required</li> <li>-Fully Review EPaCCs tool</li> </ul>	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 – phase 1 and 2 project plan developed and LCH clinical and project management resource identified. 2. Training T&amp;F group meetings continue to scope and plan... • Phase 1 implementation March / April 2020 o Targeted training for existing LCH, hospice and Primary Care DNACPR signatories and GPs o Awareness raising • Phase 2 – to be further developed now project resource agreed 3. Referral process maps developed that include uploading ReSPECT to LCR; discussions in progress with SPUR regarding process of extracting the ReSPECT form from PPM and uploading to S1 – IG implications being explored. 4. Creation of S1/EMIS Planning Ahead (EPaCCs/ReSPECT) template complete and clinician feedback sought. Webex meeting with Resus Council being planned re developments. S1 status marker identified. 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 of ReSPECT forms completed and fed back to LTHT - further audit to be planned in 6/12. • LCH and LCR team are explore alert options. • 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><b>10. Improving EOL care data within the Leeds data set</b> To expand the EOL data available for future analysis and planning by adding hospice data.</p>	<ol style="list-style-type: none"> <li>1. Meet with the Leeds health and care Informatics team</li> <li>2. Agree what hospice data should be included within Leeds data set from both St. Gemma's and Wheatfields</li> <li>3. Agree how data will be collected / flow</li> <li>4. Check all IG requirements are covered including any additional data sharing agreements</li> <li>5. Consider other useful data that might be included - e.g. CHC fast Track data.</li> </ol>	Mike Stockton	<p>First meeting 4TH September very positive. Tony Deighton met with Simon Harris and team to review data available. Initial data set shared by Tony. Tony will liaise with Daniel Yates. Additional data sharing agreement may be required- Simon Harris reviewing the need for this.</p>	Jul-19	Dec-19	N	on track
<p><b>11. Provision of 50 additional Syringe Drivers to core care providers</b> 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"> <li>- Meet with LTHT medical Physics to explain bid and agree purchasing process</li> <li>- Order Syringe Drivers and lock boxes</li> <li>- Transfer fund to LTHT</li> <li>- Finalise numbers required with each provider</li> <li>- Medical Physic to check and label devices</li> <li>- Distribute to Providers</li> </ul>	Diane Boyne Liz Rees	<p>Syringe Drivers delivered to Leeds medical Physics  Medical Physics liaising with manufacturer regarding software so they can be programmed for local distribution and use. There has now been a medical alert issued regarding the software so equipment cannot be released for clinical use until issue resolved. New model may require additional training - Liz Rees to clarify.</p>	Apr-19	Nov-19	Y CCG Pipeline Bid	delayed
<p><b>12. Bereaved Carer's Survey:</b> To gain feedback on experience of EOLC delivered from carers of recently deceased patients.</p>	<ul style="list-style-type: none"> <li>-Work with Healthwatch on design, promotion and analysis</li> <li>-Review and refine survey for scientific rigour</li> <li>-Finalise survey to be delivered annually with CCG funding</li> <li>-Agree distribution process and dates for survey</li> <li>-Analyse returned surveys</li> <li>-Produce annual report of findings</li> </ul>	Liz Rees/Claire Iwaniszak	<p><b>Report for 2018/19 agreed and finalised.</b> Published on LPCN &amp; Healthwatch website and distributed widely via email. Healthwatch will continue to support 19/20 survey. Agreed that next survey will run in Q4 Jan- March 2020. The SOP, surveys and posters have been agreed and finalised. Healthwatch will print and deliver the surveys and posters to the agreed location for each organisation. The project is on track to commence 1 January 2020. Healthwatch quote for the work received and approved Helen Syme taken over lead for the group.</p>		Mar-20	Y Recurrent funding Request annually	on track

Workforce & Service Development							
<p><b>13. Transfer of Care - Hospital to Hospice</b> To improve the transfer of patients between hospital and hospices to improve continuity of care and patient experience.</p>	<ul style="list-style-type: none"> <li>- Monitor impact of daily patient transfer meeting process.</li> <li>- Agree new areas for improvement and prioritise</li> <li>- Refresh Terms of Reference</li> <li>- Monitor ED transfer pathway impact</li> </ul>	<p>Clare Russell</p> <p>Catherine Malia</p>	<p>Meeting Dates Set for 2019-20. Priorities will be: <b>Hospital : Hospice</b></p> <ul style="list-style-type: none"> <li>- Optimise us of Hospice EOLC Beds</li> <li>- Monitoring implemented changes and TOC data.</li> <li>- Scoping Trusted Assessor Models</li> <li>- Silver Command responses</li> <li>- ED TOC project</li> </ul> <p>First meeting of this group on 23rd October agreed the workplan</p> <p>A&amp;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>	<p>Oct-19</p>	<p>Mar-20</p>	<p>N</p>	<p>on track</p>
<p><b>14. TOC - Community Flows Improvement</b> To improve the transfer of patients between all providers to improve continuity of care and patient experience</p>	<ul style="list-style-type: none"> <li>- Establish new working group</li> <li>- Agree Scope for the project</li> <li>- Agree TOR including membership</li> <li>- Understand current service provision / models of care</li> <li>- Agree best way to improve model of care</li> <li>- Agree actions required and way forward</li> <li>- Implement changes agreed.</li> </ul>	<p>Diane Boyne</p>	<p>First meeting held on 7th November Wide representation from all partners attended Group to be called <b>Community Flow Improvement</b> To consider longer piece of work which will review / map current services then identify opportunities for improvement. To consider use of Whole Systems Approach supported by Leeds Beckett University To undertake review of current systems to see if anything new can be put in place for this winter to reduce impact on hospital - December 12th.</p>	<p>Oct-19</p>	<p>Mar-20</p>		<p>on track</p>
<p><b>15. Improving EOLC for people with Heart Failure</b> To improve the quality of care for patients with advanced heart failure in Leeds</p>	<ul style="list-style-type: none"> <li>- Re-establish project group links with LHTT Cardiology and Community Heart Failure Nurses</li> <li>- Agree priorities for 19/20 workplan</li> <li>- Map Leeds against Hospice UK recommendations and identify gaps</li> <li>- Put in place activity monitoring process</li> <li>- Check staff confidence via self efficacy scale</li> <li>- Deliver update / refresh training as required</li> </ul>	<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. Review against Hospice UK standards ongoing. Guidance on S/C diuretics in community implemented.</p>	<p>Apr-19</p>	<p>Mar-20</p>	<p>Y Recurrent funding</p>	<p>on track</p>
<p><b>16. Leeds Palliative Care Ambulance</b> To provide support to the operational Group and deliver service improvements identified</p>	<ul style="list-style-type: none"> <li>- Agree the new Terms of Reference</li> <li>- Establish formal reporting into LPCN</li> <li>- Develop Quarterly Activity Report for LPCN</li> <li>- Develop a Stand Operating procedure for the service</li> <li>- Ensure SOP is adopted by YAS formally</li> <li>- Agree service improvement plan for 19/20 (Contracting and Commissioning with CCG)</li> </ul>	<p>Dave Green</p>	<p>Draft TOR for group completed including reporting into LPCN. Final amends made. Meeting to develop SOP - 14th May. Final SOP approved by YAS Governance and LPCN Executive. New Chair agreed for the group - Dave Green, Head of PTS, YAS. LPCN office will administrate meetings. Quarterly Summary Activity Report to be developed. Still pursuing procurement of replacement ambulance. Dave Green will review state of oldest ambulance. To seek assurance the service will be maintained during winter (DB) To ensure funding will be secure until new ambulance purchased.(TD)</p>	<p>Apr-19</p>	<p>Mar-20</p>	<p>Y CCG funded service</p>	<p>on track</p>
<p><b>17. Improving EOLC for people living with Dementia</b> 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"> <li>- Secure funding for project lead</li> <li>- Establish a citywide project group</li> <li>- Develop project plan for priorities agreed.</li> <li>- Establish links with regional/ national groups</li> <li>- Identify gaps in workforce and propose solutions</li> <li>- Share Evidenced Base Practice</li> </ul>	<p>Jane Chatterjee</p>	<p>Priorities :</p> <ul style="list-style-type: none"> <li>- Securing End of Life Admiral Nurse post(s) for Leeds</li> <li>- Bid not funded. Resubmitted via P&amp;EOLC commissioner</li> <li>- To develop a cohesive approach to the assessment of pain and distress</li> <li>- Pain Subgroup established- work ongoing.</li> <li>- To develop a cohesive approach to Advanced Care Planning.</li> <li>- ACP Subgroup established -</li> <li>- System wide workshop to feed into regional work on 22nd July - well attended.</li> <li>- Workshop report completed and published.</li> </ul> <p>Links made with LCP Clinical Leads. Member of WY&amp;H ICS Working group Jane presented EOLC work at Dementia Strategy Group Event.</p>	<p>Jan-18</p>	<p>Mar-20</p>	<p>Pipeline bid</p>	<p>on track</p>
Medicines Management							
<p><b>18. Anticipatory Medications</b> 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"> <li>- Audit of S/C medication administered in last days of life</li> <li>- Present Results to Anticipatory Meds Group</li> <li>- Discuss issues identified at National Anticipatory Study Days</li> <li>- Review Anticipatory Syringe Driver Guidance</li> <li>- Identify next Steps</li> </ul>	<p>Moira Cookson</p>	<p>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 Anticipatory Syringe Driver Guidance and include within LCH last days of life guidance. Meeting January 2020. Develop link with Ben Bowers (Cambridge) to share learning through audit work and influence national agenda.</p>	<p>Sep-17</p>	<p>Mar-20</p>	<p>N</p>	<p>on track</p>
<p><b>19. Review and Refresh Existing Guidance</b> Ensure all existing and approved guidance is updated within agreed timescales and redistributed across the system</p>	<ul style="list-style-type: none"> <li>- Ensure all approved guidance have review dates agreed</li> <li>- Establish review groups for guidelines as required</li> <li>- To review seizure and bleeding guidance</li> <li>- review and update Liver and Renal Guidance</li> </ul>	<p>Moira Cookson</p> <p>Lisa Nicholson Suzie Gillon</p> <p>Rachel Sorley</p>	<p>Ongoing</p> <p>Executive are happy for documents to be owned by LPCN Lisa will work with Suzie Gillon to review guidance. Both guidance out for final comments</p> <p>Previous author group met to update documents. Minor amends required. Moira to update community renal guidance in line with above document. All documents to then be circulated to LPCN group for comment.</p>	<p>April 19</p>	<p>Mar-20</p> <p>March -20</p> <p>March -20</p>	<p>N</p>	<p>on track</p>

<p><b>20 Electronic prescribing and Medicines Administration (EPMA) within Hospices IPU</b>                  Improve prescribing and accountability of administration and reduces risk of medication errors</p>	<ul style="list-style-type: none"> <li>- Scope the systems available to support EPMA</li> <li>- View potential system options</li> <li>- Agree preferred system to use</li> <li>- Understand what is technically required to deliver</li> <li>- Secure hardware to deliver system</li> <li>- Produce Implementation Timeline</li> <li>- Implement system across hospices</li> </ul>	Moira Cookson	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 -Jan 2020 First Phase completed within St. Gemma's. Only syringe drivers on paper now, all other prescribing via e-prescribing system.	Jun-18	Mar-20	Pipeline bids x 2	on track
<b>Corporate</b>							
<p><b>21 Palliative Care Website:</b>                  To maintain LPCN website for public and professionals to provide advice and support regarding EOLC.</p>	<ul style="list-style-type: none"> <li>-Oversee input and website content</li> <li>- Quarterly oversight and review group meetings</li> <li>- Manage associated promotional materials</li> <li>- Maintain links with BML who support management and development of website.</li> </ul>	Diane Boyne	Website Group to oversee further developments established. Activity on website good. Public Sections- Content to be refreshed. LPCN content moved under About Us and Resources to simplify searching. Item within LPCN Bulletin Patient Information Leaflet Version 2 agreed, amended and 2,000 copies printed. To distribute to providers. Group to meet quarterly.	Jun-19	Mar-20	Pipeline bid Recurrent Funding to maintain from 2019-20	on track
<p><b>22 Strategy Development</b>                  To inform and develop the next Strategy for Palliative and EOLC for Leeds</p>	Gather all available intelligence and feedback: Strategy Event Report, Refreshed HNA, Optum Information, Bereaved Carers Survey Report, EPAACS / Metrics Report AUPC - EPAACS 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 Strategy Framework Developed and supported Draft Population Outcomes Document amended and supported. Draft HNA progressing. Sub Group to met on 19 Nov to finalise content and agree recommendations. LPCN Celebration and Planning Event 27 Nov reviewed strategy documents and identified key priorities Hannah Davies invited to next SAG Group. Next SAG on December 5th.	Feb-19	Mar-20	Core MCN LAHP Grant TBA	on track
<b>External / Wider network</b>							
<p><b>23 Frailty PHM</b>                  Ensure palliative &amp; EoLC is represented in plans for development of Population Management Approach to Frailty and EOL</p>	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
<p><b>24. Single Point of Access (SPA)</b>                  Ensure palliative &amp; EoLC is represented in plans for Citywide SPA.</p>	Better understand the citywide work.	Sarah McDermott Diane Boyne	Leeds CAS to analysed data regarding % of EOLC calls Plan for Leeds CAS to expand number of Practices supported and times available from April 2019 has not yet been supported by CCG. Val visited CAS to share learning. Citywide Group met July 16th. Identified list of entities that could be part of single SPA but progress slow. EOLC colleagues to met with LCD separately on Oct 9th and agreed if SPA remains a priority LPCN will need to plan for this and approach CCG for support as citywide project will not deliver EOL SPA for some time	n/a	n/a		on track
<p><b>25. Respiratory /COPD Pathway</b>                  Ensure Palliative &amp; EoLC is represented in plans for COPD pathway(s).</p>	LPCN contribute to citywide agenda and service redesign.	Sarah McDermott	The group is currently focussing on the following: <ul style="list-style-type: none"> <li>• Advance care planning in relation to pulmonary rehab</li> <li>• Perceived delays in care packages at the point of discharge and for people already at home</li> <li>• Non-pharmacological approaches to care/breathlessness</li> <li>• Wider sharing of LHTT medicines management guidance around de-prescribing</li> <li>• Wider sharing of LHTT training podcasts</li> <li>• Further citywide study day</li> </ul> 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. Diane to clarify (Mike Stockton now involved in Respiratory MDT)	n/a	n/a	Y WF Recurrent Therapy Post	on track
<p><b>26 Specialist Palliative Care Advice to YAS</b>                  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</p>	<ul style="list-style-type: none"> <li>-Identify all key people for this project in Leeds</li> <li>-Propose a simple solution(s) to enable a single contact point to be provided for SPC; in hours and out of hours</li> <li>-System choose and agree preferred option</li> <li>-Regional Lead notified of Leeds numbers</li> <li>-Partners agree and adopt the recording process for administering calls</li> <li>- Continued liaison and feed back to Regional Lead and YAS</li> </ul>	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

<p><b>27. Care Homes</b> To provide Palliative and EOLC support to the citywide Care Homes agenda</p>	<p>- Contribute to the citywide Care Homes Groups - Ensure Care homes are represented within the LPCN</p>	<p>Helen Smith  Diane Boyne</p>	<p>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. To share ECHO work at future Oversight group</p>	<p>01/08/19</p>	<p>01/03/20</p>		<p>on track</p>
<p><b>28 Dying Matters</b> A citywide programme of initiatives and activities to enable people in Leeds to: • Feel more comfortable about death and dying • Discuss their end of life wishes with family members and/or health and social care professionals • Plan for their death including writing their will, registering as an organ donor and communicating their funeral wishes.</p>	<p>This programme will be delivered through 3 workstreams:  - Stakeholder and community Engagement - Building Capacity - Communications and Marketing  The work is coordinated by the Leeds Dying Matters Partnership</p>	<p>Carol Clarke  Liz Messenger</p>	<p>Presented an update on Dying Matters at the LPCN celebration event • A sub group of the DM Partnership has been formed to look at how we target messages to BAME groups and Men • The Community grants scheme has evaluated well – 9 projects were funded including Café Leep and Carers Leeds. These projects reached approximately 300 people. • Dying Matters training continues to be delivered and new course have been booked for the new year. • Monthly Death Cafes are held in partnership with Leeds Bereavement Forum and Leeds Libraries. The November café was held at Middleton Library.</p>	<p>01/10/19</p>	<p>01/03/20</p>		<p>on track</p>
<p><b>29 Shared Decision Making Pilot</b></p>	<p>This is an NHSE supported pilot within Supporting People living with Cancer in Leeds.</p>	<p>Gill Pottinger</p>	<p>Gill P is the LPCN and primary care representative within this pilot. The main focus of the trial is within oncology in LTHT engaging with patients that are living with cancer. Karen Henry is main lead for the Project. She is producing a short Strategy to support the pilot.</p>	<p>01/08/19</p>	<p>Mar-20</p>		<p>on track</p>
<p><b>30 Leeds Mortality Reviews</b> To contribute to the citywide Mortality Review work led by Ian Cameron, Director of Public Health, LCC.</p>		<p>Lynne Russon</p>	<p>Lynne liaising with Ian Cameron about attending meetings and ongoing citywide work.</p>	<p>Apr-19</p>	<p>01/03/20</p>		
<p><b>31 Learning Disability EOLC Service</b> Improve EOLC, including support at home, for people living with a Learning Disability</p>	<p>Not a formal Project. Group are building links and engaging with LD patients about their needs and choices.</p>	<p>Margaret Deardon Chris Stothard Michelle Evans</p>	<p>Presenting at Celebration event.</p>			<p>N</p>	
<p><b>32 Gypsies and Travellers</b> Supporting individuals at EOL to access care and remain in their own home.</p>	<p>Not a formal project. Hannah Wilson CNS at Wheatfields has developed links with the Liaison Officer for the Cottingley Springs Gypsy and Travelers Site: <a href="https://www.leeds.gov.uk/residents/housing/housing-options/gypsy-and-travellers">https://www.leeds.gov.uk/residents/housing/housing-options/gypsy-and-travellers</a></p>	<p>Hannah Wilson</p>	<p>Highlighting issues with fair access to care and GP registration.</p>				
<p><b>33 Prison EOLC MDT</b> Providing Specialist Palliative Care advice and support to the Armley Prison Health Care Team. Improve EOLC within Prison and reduce need for hospitalisation.</p>	<p>Consultant and therapist attend 1/12 MDT to discuss advanced illness and complex cases.</p>	<p>Chris Kane</p>	<p>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</p>	<p>Apr-18</p>		<p>Yes CCG R</p>	
<p><b>34 Homelessness</b> 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>	
<b>Specialist Palliative Care Supported MDT's</b>							
<p>Heart Failure Parkinson's MND Movement Disorders Renal Respiratory</p>							
<b>Closed / Completed Projects</b>							
<p><b>Project Title and Purpose</b></p>	<p><b>Key Milestones</b></p>	<p><b>Project Lead</b></p>	<p><b>Update</b></p>	<p><b>Start date</b></p>	<p><b>End date</b></p>	<p><b>Funding?</b></p>	<p><b>Add from dropdown</b></p>
<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>Sarah McDermott  Chris Toothill</p>	<p>Guideline &amp; 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</p>	<p>Jun-17</p>	<p>Jun-19</p>	<p>N</p>	<p>complete</p>
<p>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</p>	<p>- Agree content of Training with YAS - Deliver training annually as agreed - Review Training needs annually</p>	<p>Trish Stockton</p>	<p>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.</p>	<p>Ap-19</p>	<p>01/03/20</p>	<p>N</p>	<p>complete</p>
<p><b>Review and Refresh Existing Guidance</b> Ensure all existing and approved guidance is updated within agreed timescales and redistributed across the system</p>	<p>- Partnership Branding of Guidelines</p>	<p>Moirá 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>		<p>01/08/19</p>		<p>complete</p>

	- To review Opioid Wheel by April 19  - review and update the Patient Opioid Leaflet.	Moira Cookson  Lisa Nicholson	Updated document complete and on LHP. Also on LPCN website.  Final version agreed and published on LHP. On LPCN website. Complete.		Jul-19  Oct-19		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