

LEEDS PALLIATIVE CARE NETWORK

PROGRAMME OVERVIEW 19/20



Leeds Palliative Care Network

|                   |   |   |             |            |
|-------------------|---|---|-------------|------------|
| <b>Objective:</b> | To capture progress of the LCPN projects within 19-20<br>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; width: 100px; margin: 0 auto;">complete</div> | Lead Name:  | M Stockton |
|                   |   |   | Start Date: | May 2019   |
|                   |   |   | End Date:   | Mar 2020   |

February 2020 Update

| Project title and Purpose  | Key Milestones   | Project Lead                    | Update   | Start date | End date                   | Funding?                                     | Progress  |
|--|--|---------------------------------|--|------------|----------------------------|--|-----------|
| <b>Education &amp; Research</b>  |  |                                 |  |            |                            |  |           |
| <b>1. Palliative and EoLC Learning Outcomes</b><br>Ensure a consistent approach and standard is used for delivery of EoLC education that is evidence based.  | -Map city wide education to the outcomes.<br>-Support any planned new implementation;<br>-Evaluate the impact of using the outcomes.<br>- 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.<br>Then we will review how we are going to use them citywide.<br>The EoLC outcomes are now in the Professional section of the new LCPN website as a key place to access, they have been updated to include the Nurse associate role.<br>CNS mapping completed and they are being used regionally through ECHO programme; | Jul-17     | Ongoing                    | N  | on track  |
| <b>2a Communication Skills Training</b><br>To deliver consistent and high quality training in communication skills for EoLC across Leeds<br>- Training Delivery  | - Deliver Training<br>-Support new facilitators to develop skills.<br>-Update for existing facilitators.   | Trish Stockton                  | 1 new facilitator has been trained 2019.<br>TS continues to support facilitators - new and existing training programme continues to be delivered regularly.  | Jul-17     | Mar-20                     | N  | on track  |
| <b>2b Communication Skills Training</b><br>To deliver consistent and high quality training in communication skills for EoLC across Leeds<br>- Strategy and Programme Content   | -Update current training material.<br>-Refresh Communication Skills Strategy   |                                 | LPCN agreed to use resources to support a post to deliver key strategic development.<br>Draft role profile written and to be taken forward   |            | Mar-20                     |  | off track |
| <b>3. Website Education Content</b><br>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.<br>-Agree lead responsible people for each sub section<br>-Agree materials to be uploaded<br>- Provide content materials to LCPN office within agreed timescale<br>-Review and update content on regular basis  | Trish Stockton                  | Education content on the LCPN website<br>Ongoing review of content by Education Group and areas updated or added to accordingly  | Feb-19     | 01/05/2019<br><br>May 2020 | N  | on track  |
| <b>4. Train the Trainers - Advance Care Planning for People with Dementia</b><br>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<br>- Agree training dates and advertise<br>- Select 10 facilitators for first cohort<br>- Deliver training twice / year   | Trish Stockton                  | Delivered 2 training sessions for facilitators and supporting in practice<br>Delivered sessions to front line staff and there are more Advanced Care Planning training sessions taking place up to May.<br>Programme will be evaluated March 2020<br>TS to hold a citywide meeting to scope current and future ACP training  | Apr-19     | Mar-20                     | NHSE   | on track  |
| <b>5. EoLC / Symptom Management /Syringe Driver Use Training for LYPFT / The Mount</b><br>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<br>- Develop a training plan / sessions<br>- Deliver the training<br>- Evaluate Training<br>- Monitor clinician competence and confidence using the equipment and delivering care   | Trish Stockton<br>Nicky Needham | Training Team (includes St. Gemma's, Wheatfields and LCH) delivered 6 sessions which included prescribing and medication training from Moira<br>Well evaluated and training group to meet LYPFT to discuss future training needs<br>Syringe Driver Training on hold pending development of LYPFT guidelines  | Apr-19     | Mar-20                     | N  | on track  |
| <b>6. ECHO System</b><br>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<br>-Secure Funding for staff time to support project<br>-Complete training for initial ECHO team<br>-Citywide Engagement event<br>-Agree next steps and roll out<br>-Start first ECHO course<br>-Evaluate ECHO use<br>-Agree next stage roll out<br>- Recruit Admin Support | Jane Chatterjee                 | 1 GP programme completed. Commenced 2nd GP programme Feb 2020.<br>ECHO Co-ordinator will increase to 2 days per week to meet demand.<br>CNS regional ECHO programme in progress.<br>Care homes programme - gone out for EOI in collaboration with EoLC facilitators.<br>Discussions with key people about using the Hub for other areas of training e.g. Frailty and also working other regional hubs.<br>To take forward connection with WYICS.                         | Sep-17     | Mar-20                     | Funding made recurrent for ECHO Support Team | on track  |

| Patient Experience & Quality Improvement   |   |                         |  |         |        |   |           |
|--|---|-------------------------|--|---------|--------|---|-----------|
| <p><b>7. EOLC Metrics</b><br/>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"> <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 citywide report completed 6th Feb 2020<br/>Hospital attendance and admissions in last 90 days data now available.<br/>Draft Q2 2019/20 citywide report shared for review. Delay in recording APOD affecting reported information. To consider producing reports a month later or to refresh reports.<br/>To review and agree future potential Metrics for Leeds Strategy at next Informatics meeting.<br/>Gill P / CCG pursuing Q3 reports for GP's as some further delay against agreed report dates.</p>   | ongoing | Mar-20 | N                                       | delayed   |
| <p><b>8. Improving EPaCCs, its use and reporting</b><br/>Increase the use of EPaCCs across Leeds Providers to improve the coordination and management of Palliative &amp; EOL Care.<br/><br/>To improve the reporting of EPaCCs data to further improve use, monitor EOL outcomes and inform system planning.<br/><br/>To include the use of and access to the <b>ReSPECT</b> document and process.<br/><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.<br/>ReSPECT/ DNACPR link from PPM+ ReSPECT Form improvements planned following feedback.<br/>1. LPCN linked with Community ReSPECT Group, with hospice, GP, CCG and LCH representation and will receive notes.<br/>• Project support for Community Respect Group extended to end of March 2020<br/>• phase 1 and 2 training project plan developed and LCH clinical and project management resource identified.<br/>2. Training T&amp;F group meetings continue to scope and plan...<br/>• Phase 1 implementation April 2020<br/>o Targeted training for existing LCH, hospice and Primary Care DNACPR signatories and GPs<br/>Training commenced 4.3.20 - on track<br/>o Awareness raising<br/>• Phase 2 – to be further developed post phase 1 implementation<br/>3. ReSPECT community process maps being finalised to support phase 1 training. Currently no viable options available to upload to LCR or generate an alert on LCR – discussions on going to re future developments.<br/>4. S1/EMIS Planning Ahead (EPaCCS/ReSPECT) template shared with Resus Council 31.1.20 and approved. Final sign off meeting being arranged end of Feb.<br/>S1 status marker identified. ACP potential to support frailty PHM explored.<br/>5. What Happens When My Heart Stops patient information leaflet revised, printed and available within LCH. Link to be made available to Primary Care.<br/>6. Public involvement campaign – CCG developing full comms plan.<br/>7. Community group leads establishing regular catch up mtgs with LTHT/LCR.<br/><br/>• Audit of ReSPECT forms completed and fed back to LTHT - further audit to be planned in 6/12.<br/><br/>AUPC Audit of EPaCCs data and EPaCCs user survey to inform future targeted Quality Improvement Work. To feed back findings to LPCN group March 2020.<br/><br/>Continuing to pursue opportunity to fund LCR required developments.</p> | Sep-17  | Mar-20 | N                                       | on track  |
| <p><b>9. Improving EOL care data within the Leeds data set</b><br/>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.<br/>Tony Deighton met with Simon Harris and team to review data available.<br/>Initial data set shared by Tony.<br/>Tony will liaise with Daniel Yates.<br/>Additional data sharing agreement may be required- Simon Harris reviewing the need for this.<br/>Meetings ongoing. Amend completion date to March 20.</p>  | Jul-19  | Mar-20 | N                                       | on track  |
| <p><b>10. Provision of 50 additional Syringe Drivers to core care providers</b><br/>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<br>Liz Rees | <p>Syringe Drivers delivered to Leeds Medical Physics<br/><br/>Medical Physics liaising with manufacturer regarding software so they can be programmed for local distribution and use.<br/>There has now been a medical alert and a Field Safety Notice issued regarding the software so equipment cannot be released for clinical use until issue resolved. Awaiting MHRA approval of updated software.<br/>New model may require additional training; the Directions for Use Manual has been updated by the manufacturer.<br/>Ongoing concerns across all providers about concerns with V3 of the T34 - e.g. life of battery. To arrange system wide meeting to discuss; include medical physics and Moira. NB On system issues log.</p>   | Apr-19  | Nov-19 | Y<br>CCG Pipeline Bid                   | off track |
| <p><b>11. Bereaved Carer's Survey:</b><br/>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<br>Helen Syme  | <p><b>Report for 2018/19 agreed and finalised.</b><br/>Published on LPCN &amp; Healthwatch website and distributed widely via email.<br/>Healthwatch will continue to support 19/20 survey.<br/>Agreed that next survey will run in Q4 Jan- March 2020.<br/>The SOP, surveys and posters have been agreed and finalised.<br/>Healthwatch will print and deliver the surveys and posters to the agreed location for each organisation.<br/>Healthwatch quote for the work received and approved 19/20 Survey commenced.<br/>The survey is continuing until the end of March and will close end of April.<br/>A good response so far.<br/>Healthwatch are sending surveys to the relevant organisations with positive feedback and any surveys with particularly negative feedback are being sent through as well.</p>   |         | Mar-20 | Y<br>Recurrent funding Request annually | on track  |

| Workforce & Service Development  |  |                            |  |        |        |                         |          |
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| <p><b>12. Transfer of Care - Hospital to Hospice</b><br/>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>  | Clare Russell              | <p>Group meets Quartley<br/>Priorities will be:<br/><b>Hospital : Hospice</b><br/>- Optimise / onitor us of Hospice EOLC Beds<br/>- Monitoring implemented changes and TOC data.<br/>- Scoping Trusted Assessor Models<br/>- Silver Command responses<br/>- ED TOC project<br/>Group met 4th February 2020.<br/>To review and update the TOC process guidance.<br/>Catherine Malia to meet with ED consultants regarding ED TOC process / evaluate and agree any future steps<br/>Hannah leading the Trusted assessor pilot.<br/>Consider goodnews casestudies.</p>  | Oct-19 | Mar-20 | N                       | on track |
| <p><b>13. TOC - Community Flows Improvement</b><br/>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>  | Diane Boyne<br>Ruth Gordon | <p>The Community Flow Improvement Group reviewed and agreed TOR and project lead has started.<br/>As agreed on 30/01/2020 we will use Whole Systems Approach to develop an understanding of gaps and duplication – phase 1.<br/>WSA work will aim for launch meeting after Easter - date set as 29th April.<br/>Draft PID produced and business case for LAHP funding. Procurement of team to support the WSA work has started.<br/>Phase 2 will be to consider longer piece of work which will review then identify opportunities for improvement.<br/>Winter Planning task and finish subgroup has updated its work in January and February with many outcomes achieved.</p>   | Oct-19 | Mar-20 |                         | on track |
| <p><b>14. Improving EOLC for people with Heart Failure</b><br/>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> | Jason Ward                 | <p>Report with recommendations written and circulated.<br/>Funding to support MDT and further Quality Improvement work agreed by CCG for 2019-20.<br/>Meeting to agree high level plan for 19/20 complete.<br/>Review against Hospice UK standards ongoing.<br/>Guidance on S/C diuretics in community implemented.</p>  | Apr-19 | Mar-20 | Y<br>Recurrent funding  | on track |
| <p><b>15. Leeds Palliative Care Ambulance</b><br/>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>                                      | Dave Green                 | <p>Draft TOR for group completed including reporting into LPCN.<br/>New Chair agreed for the group - Dave Green, Head of PTS, YAS.<br/>LPCN office will administrate meetings.<br/>Final SOP approved by YAS Governance and LPCN Executive.<br/>Training to crew delivered.<br/>Action Plan updated Dec 19.<br/>Quarterly Summary Activity Report to be developed.<br/>Still pursuing procurement of replacement ambulance.<br/>CCG Funding will be secure until new ambulance in place but may be hire agreement not purchase.<br/>YAS and CCG contracts to resolve.<br/>Service promotional Poster and information leaflet produced.<br/>To support YAS with distribution.</p>   | Apr-19 | Mar-20 | Y<br>CCG funded service | on track |
| <p><b>16. Improving EOLC for people living with Dementia</b><br/>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>  | Jane Chatterjee            | <p>Priorities :<br/>- Securing End of Life Admiral Nurse post(s) for Leeds<br/>Bid not funded. Resubmitted via P&amp;EOLC commissioner<br/>- To develop a cohesive approach to the assessment of pain and distress<br/>Pain Subgroup established- work ongoing.<br/>- To develop a cohesive approach to Advanced Care Planning.<br/>ACP Subgroup established -<br/>System wide workshop to feed into regional work on 22nd July - well attended.<br/>Workshop report completed and published.<br/>Links made with LCP Clinical Leads.<br/>Member of WY&amp;H ICS Working group<br/>Jane presented EOLC work at Dementia Strategy Group Event.<br/>Meeting 16th January - Updates on workstreams received.<br/>Overarching dementia Governance clarified.<br/>Jane to leave project lead in March. To identify replacement.</p> | Jan-18 | Mar-20 | Pipeline bid            | on track |

| Medicines Management   |  |  |  |          |        |   |          |
|--|--|--|--|----------|--------|---|----------|
| <p><b>17. Anticipatory Medications</b><br/>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>   | Moira Cookson  | <p>To undertake a further 3 month audit within LCH: Audit form redesigned and approved by PCL's at LCH<br/>Karen Neoh briefed PCL's about form completion.<br/>Audit to commence Jan 2020 for 3 months to include pre and post death medication quantities<br/>Anticipatory Syringe Driver Guidance redrafted as appendix to LCH last days of life guidance.<br/>To circulate to LPCN Group once comments received from working group.<br/>First Audit work being presented as Poster to Palliative Care Congress - March 2020.<br/>Develop link with Ben Bowers (Cambridge) to share learning through audit work and influence national agenda.</p>   | Sep-17   | Mar-20 | N   | on track |
| <p><b>18. Review and Refresh Existing Guidance</b><br/>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<br/>Suzie Gillon</p> <p>Rachel Sorley</p> | <p>Ongoing</p> <p>Executive are happy for documents to be owned by LPCN<br/>Lisa will work with Suzie Gillon to review guidance. Final comments made for both guidance docs.<br/>LPCN approved.<br/>Completed. Now available on LHP.<br/>Awaiting final copy for LPCN website / files.</p> <p>Previous author group met to update documents. Minor amends required.<br/>Moira to update community renal guidance in line with above document.<br/>Circulated to LPCN group for comments; documents amended in light of comments received.<br/>Rachel to agree amends with Liver and Renal teams.</p>   | April 19 | Mar-20 | N   | on track |
| <p><b>19 Electronic Prescribing and Medicines Administration (EPMA) within Hospices IPU Phase 2</b><br/>Improve prescribing and accountability of administration and reduces risk of medication errors</p> | To be completed in March   | Moira Cookson  |  | Mar-20   | Mar-21 |   | on track |
| Corporate  |  |  |  |          |        |   |          |
| <p><b>20 Palliative Care Website:</b><br/>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  | <p>Website Group to oversee further developments established. Activity on website good.<br/>Public Sections- Content to be refreshed.<br/>LPCN content moved under About Us and Resources to simplify searching.<br/>Patient Information Leaflet Version 2.<br/>Distribution to providers completed.<br/>Group to meet quarterly.<br/>Met with BML 11th February regarding next years support. To reduce development time funded in advance.<br/>To remove Facebook link. Twitter up to 250 followers.<br/>Clarified LPCN is Adults services only.</p>   | Jun-19   | Mar-20 | Pipeline bid Recurrent Funding to maintain from 2019-20 | on track |
| <p><b>21 Strategy Development</b><br/>To inform and develop the next Strategy for Palliative and EOLC for Leeds</p>  | <p>Gather all available intelligence and feedback:<br/>Strategy Event Report,<br/>Refreshed HNA,<br/>Optum Information,<br/>Bereaved Carers Survey Report,<br/>EPaCCS / Metrics Report<br/>AUPC - EPaCCs analysis / survey<br/>PHM - Frailty Outcomes etc.<br/>Scope Out and agree Key Priority Areas / Themes.<br/>Secure Support for Strategy Production<br/>Establish Strategy Advisory Group<br/>High level Plan Agreed<br/>SAG to agree dates</p> | Mike Stockton  | <p>Strategy Advisory Group TOR agreed.<br/>Draft Strategy Framework Developed and supported<br/>Draft Population Outcomes Document amended and supported.<br/>Final HNA produced and circulated following SAG feedback.<br/>LPCN Celebration and Planning Event 27 Nov Report finalised and published.<br/>Peoples Voices consulted on Outcomes. Outcomes amended and finalised.<br/>Proposed Strategy Document Format provided by Penny Allison , CCG. to start to write.<br/>Strategy Group 12th February - Lucy J discussed personalisation links. Group approved final Outcome statements with minor amends. Approved Strategy doc format.<br/>LPCN Executives agreed to help with writing of sections of strategy. DB to met TD during March to review.</p> | Feb-19   | Mar-20 | Core MCN<br>LAHP Grant<br>TBA                           | on track |

| External / Wider network   |  |   |   |          |  |  |          |
|--|--|---|---|----------|--|--|----------|
| <b>22 Frailty PHM</b><br>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<br>Sarah McDermott<br>Gill P                      | LPCN maintaining involvement. Working groups formed: Training & Culture; Proactive Care; Virtual Ward; Rapid Response; Discharge.<br><br>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. Frailty agenda remains complex and variable so Adam H will continue to liaise via Frailty Strategy Group. Contact made with Emma Fraser - CCG project lead.   | n/a      | ongoing  | CCG PHM<br>£6k                           | on track |
| <b>23 Single Point of Access (SPA)</b><br>Ensure Palliative & EoLC is represented in plans for Citywide SPA.   | Better understand the citywide work.   | Sarah McDermott<br>Diane Boyne                                | Leeds CAS to analysed data regarding % of EOLC calls<br>Plan for Leeds CAS to expand number of Practices supported and times available from April 2019 has not yet been supported by CCG.<br>Val visited CAS to share learning.<br>Citywide Group met July 16th. Identified list of entities that could be part of single SPA but progress slow.<br>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.<br>Effective patient communication, support and care coordination a priority but to consider if SAG best way of delivering.   | n/a      | n/a  |  | on track |
| <b>24. Respiratory /Breathlessness Pathway</b><br>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:<br><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 LTHT medicines management guidance around de-prescribing</li> <li>• Wider sharing of LTHT training podcasts</li> <li>• Further citywide study day</li> </ul> Links with the Community Geriatricians have been made<br>Presentation of audit to LPCN group on 10th July.<br><br>26th Feb - Discussion about potential future service redesign with Hospices, LTHT, LCH and CCG colleagues.<br>Agreement there should be full service redesign for all breathless people from diagnosis to death.<br>In meantime EOLC group to focus on redesign of an integrated service for people with advanced breathlessness in Leeds.<br>Chris Kane to be Clinical Lead. | n/a      | n/a  | Y<br><br>WF<br>Recurrent<br>Therapy Post | on track |
| <b>25 Specialist Palliative Care Advice to YAS</b><br>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.<br>This is a Regional Wide Project  | -Identify all key people for this project in Leeds<br>-Propose a simple solution(s) to enable a single contact point to be provided for SPC; in hours and out of hours<br>-System choose and agree preferred option<br>-Regional Lead notified of Leeds numbers<br>-Partners agree and adopt the recording process for administering calls<br>- Continued liaison and feed back to Regional Lead and YAS | Helen Livingston (Regional Lead)<br>Hannah Zacharias<br>Leeds | Continued use of process reported by YAS.<br>Hannah will share back with Helen Livingston - Regional Lead.<br>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.<br>Numbers of new cases remains low.<br>Telephone numbers recirculated to paramedics via YAS prior to Christmas.<br>Hannah to review, refresh and circulate guidance.<br>Proposal for St. Gemmas to remain central in-hours contact point.   | Oct-18   | Jan-18<br>Go live<br><br>Mar-20<br>Monitor and report first year |  | on track |
| <b>26. Care Homes</b><br>To provide Palliative and EOLC support to the citywide Care Homes agenda  | - Contribute to the citywide Care Homes Groups<br>- Ensure Care homes are represented within the LPCN  | Helen Smith<br><br>Diane Boyne                                | NHS Leeds CCG Lead is Helen Smith.<br>DB member of citywide Care Homes Oversight Group.<br>LPCN website to be linked from LCC Quality Team Care Homes website.<br>To share ECHO work update a tMarch Oversight Group National NHS PCN Scheme published which includes Care Home Support. First version amended and updated in light of GP feedback and concern.   | 01/08/19 | 01/03/20   |  | on track |
| <b>27 Dying Matters</b><br>A citywide programme of initiatives and activities to enable people in Leeds to:<br><ul style="list-style-type: none"> <li>• Feel more comfortable about death and dying</li> <li>• Discuss their end of life wishes with family members and/or health and social care professionals</li> <li>• Plan for their death including writing their will, registering as an organ donor and communicating their funeral wishes.</li> </ul> | This programme will be delivered through 3 workstreams:<br><ul style="list-style-type: none"> <li>- Stakeholder and community Engagement</li> <li>- Building Capacity</li> <li>- Communications and Marketing</li> </ul> The work is coordinated by the Leeds Dying Matters Partnership  | Carol Clarke<br><br>Liz Messenger                             | The Engaging BAME groups and Men sub group of the DM Partnership has met to look at how we target messages to key groups identified through the health needs assessment. A number of actions have been identified and a business case has been prepared.<br><ul style="list-style-type: none"> <li>• The Dying Matters Community Grant Fund 2020 has been launched</li> <li>• Dying Matters training continues to be delivered and new courses have been booked for 2020. We are piloting a course with primary care staff.</li> <li>• The new national messages for Dying Matters week 2020 was launched in January. The theme is 'Dying to be Heard' The Dying Matters Partnership has met to start planning for this years events.</li> </ul>  | 01/10/19 | 01/03/20   |  | on track |
| <b>28 Shared Decision Making Pilot</b>   | This is an NHSE supported pilot within Supporting People Living with Cancer in Leeds.  | Gill Pottinger  | Gill P is the LPCN and primary care representative within this pilot.<br>The main focus of the trial is within oncology in LTHT engaging with patients that are living with cancer.<br>Karen Henry is main lead for the Project.<br>2nd workshop focused on patient engagement. Next steps are looking at specific training available for clinicians on SDM. Also looking at patient groups to get involved.<br>Also consultant letters - now informing GPs it is a palliative approach.  | 01/08/19 | Mar-20   |  | on track |
| <b>29 Rotational Nursing Posts</b><br>To pilot recruiting newly qualified nurses to an 18 month rotational post opportunity between the hospices and LTHT (Respiratory Unit)   | Project between both Hospices and LTHT led by SR Wheatfields<br>LTHT will be the lead recruitment and employing body   | Sue Waddington  | Initial meetings held.<br>Next Meeting to discuss and plan further the project further in March 2020.   | 0/12/19  | TBA  |  | on track |
| <b>30 Leeds Mortality Reviews</b><br>To contribute to the citywide Mortality Review work led by Ian Cameron, Director of Public Health, LCC.   | LPCN contribute to citywide agenda and service redesign.   | Lynne Russon  | Lynne liaising with Ian Cameron about attending meetings and ongoing citywide work.   | Apr-19   | 01/03/20   |  |          |

|   |   |  |   |        |  |              |  |
|---|---|--|---|--------|--|--------------|--|
| <b>31 Learning Disability EOLC Service</b><br>Improve EOLC, including support at home, for people living with a Learning Disability   | Not a formal Project.<br>Group are building links and engaging with LD patients about their needs and choices.  | Margaret Deardon<br>Chris Stothard<br>Michelle Evans | Presented at Celebration event- slides on website<br>Easy Read documents produced and shared.   |        |  | N            |  |
| <b>32 Gypsies and Travellers</b><br>Supporting individuals at EOL to access care and remain in their own home.  | Not a formal project.<br>Hannah Wilson CNS at Wheatfields has developed links with the Liaison Officer for the Cottingley Springs Gypsy and Travelers Site:<br><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>  | Hannah Wilson  | Highlighting issues with fair access to care and GP registration.<br>Presented at celebration event - slides on website.  |        |  |              |  |
| <b>33 Prison EOLC MDT</b><br>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.<br>Inmates would like to be able to die in cells not on healthcare unit - Challenges.<br>Developing Education Programme for Prison Health and Care Staff.<br>Monthly MDT's continue | Apr-18 |  | Yes<br>CCG R |  |
| <b>34 Homelessness</b><br>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.<br>St. Gemma's have developed links with other Homeless Specialist Services in Leeds - York Street Practice, St. Georges Crypt,<br>Held an initial introductory workshop.<br>Agreed to extend partners involved and Identified who else to involve across the city<br>Supporting GSF meetings with York Street<br>Developed training for Primary Care Staff at York Street | Catherine Malia                                      | Workshops involving wider partners met throughout 2019 and they are considering next steps.<br>Bid to Hospice UK for funding for additional resource submitted end January 2020.<br>Results expected end of March.                    |        |  | 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<br>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<br>-Formulate a useful report<br>-Identify Gaps<br>-Agree next steps | Trish Stockton                    | Training provided and future training planned collated to devise annual report for CCG.<br>Analysis of data progressing.<br>Report completed and circulated Feb.<br>Lessons learnt for future data collection and gaps in education agreed.<br>To agree future data collection format and gap analysis as workforce data not easily found.<br>Suggest close project - Agreed by LPCN Executive | Jul-17     | Oct - 18<br>Nov - 18<br>Feb - 19<br>Jun- 19 | N        | complete          |
| 2. Guideline for Self / Informal carer administration of S/C medication<br>New Guidance for Leeds to enable improved self care out of hospital  | -Develop a guideline<br>- Ratify guideline through appropriate governance<br>- Implement guideline into practice<br>- Review impact                               | Sarah McDermott<br>Chris Toothill | Guideline & patient/carer documents completed, ratified and incorporated into LCH CD policy<br>Guideline cascaded within LCH Quality Meeting 6.12.18<br>Article to promote use within LCH Newsletter<br>Uploaded to Leeds Health Pathways and website.<br>Briefing circulated to LPCN members. Project closed  | Jun-17     | Jun-19                                      | N        | complete          |
| 3. Palliative Care Ambulance Crew Training<br>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<br>- Deliver training annually as agreed<br>- Review Training needs annually   | Trish Stockton                    | Citywide training team established.<br>Meeting planned to discuss training needs 20th June<br>Training delivered on 17th July.<br>Training may need to be adjusted in future to reflect the changing role of crew as per new SOP.  | Ap-19      | 01/03/20                                    | N        | complete          |
| <b>Review and Refresh Existing Guidance</b><br>Ensure all existing and approved guidance is updated within agreed timescales and redistributed across the system  | -Partnership Branding of Guidelines   | Moira Cookson<br>Diane Boyne      | Branding of future partner documents agreed with LHTT medical illustrations and SOP produced.<br>LHTT Medical Illustrations will format documents listed above.  |            | 01/08/19                                    |          | complete          |
|   | - To review Opioid Wheel by April 19  | Moira Cookson                     | Updated document complete and on LHP. Also on LPCN website.  |            | Jul-19                                      |          | complete          |
|   | - review and update the Patient Opioid Leaflet.   | Lisa Nicholson                    | Final version agreed and published on LHP.<br>On LPCN website. Complete.   |            | Oct-19                                      |          | complete          |
| 4. Process for identification and production of LPCN Medicines Related Guidance<br>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<br>- Write SOP for LPCN (links to LPCN website as LHP is not accessible to all)   | Moira Cookson                     | Citywide mapping of ratification process complete.<br>Draft SOP completed, summary of citywide process to be an appendix to this.<br>Draft SOP circulated to Exec with minutes for comment<br>SOP approved at Exec meeting on 17th July to circulate to members and monitor use / impact.<br>Circulated and on website   | May-17     | Sep-19                                      | N        | complete          |