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West of Scotland Paediatric Gastroenterology, Hepatology and Nutrition
Managed Clinical Network

Steering Group Meeting
Telemedicine Room, RHSC
29th August 2013
10am

Present:

Paraic McGrogan (Temporary Chair)	Lead Clinician
Jan Chappel	Dietician Argyle and Bute
Karen Fraser	Network Data Manager
Helen Bauld	Paediatric Lead Nurse
Caroline Delahunty (VC)	Consultant Paediatrician
Maureen Kinney	Network Manager
Michelle Nolan (minutes)	MCN Administration Assistant

Apologies:

Peter Canham	Voluntary Sector Representative
Elaine Buchanan	Lead Dietitian for Gastroenterology

	ACTIONS LIST	Responsible
1.	MK will circulated the Transition Assessment Plan to the Steering group for approval	MK
2.	KF will forward a list of names for the over 16's Transition Focus group to MK.	KF
3.	CD agreed to check if annual reviews of parental competencies and risk assessments are being carried out within Lanarkshire	CD
4.	KF agreed to have the audit on the Home Bowel prep completed along with the questionnaire for the next Steering group meeting.	KF
5.	MK will check if CAS can communicate with other NHS systems and arrange a demonstration of the Clinical Audit System for the Steering Group.	MK
6.	MK will contact Jennifer McDonald with regards to obtaining the flyer and dates for the Psychosocial event.	MK
7.	KF confirmed that the template for the Qualitative Review of Patient Care questionnaire is ready and will be distributed with a six week return date.	KF
8.	KF will contact Christina McGuckin to request a copy of said document and forward to PMcG	KF

1	<p><u>Welcome & Apologies</u></p> <p>PMcG opened the by explaining that the network is in a “transition period” relating to the recent change over of network managers and with the recent departure of Heather Knox who has taken on a two year secondment. PMcG informed the group that Janette Fraser will be taking over from Heather Knox. PMcG also highlighted that he will be stepping down from his role as lead clinician.</p>	
2	<p><u>Previous Minutes</u></p> <p>The group agreed that the minutes were an accurate record of the previous meeting.</p>	
3	<p><u>Sub Group’s updates</u></p> <p><u>IBD sub group update</u></p> <p>CD informed the group that IBD registry was discussed at the previous IBD meeting which was held on 6th August 2013. CD highlighted that this would be used as an audit and data tool. MK highlighted that Lynsey Shanks has set up a local IBD registry database which captures all IBD patients that have been seen at Crosshouse. The group went onto discuss the Clinical Audit System and how the system would be used to capture all gastroenterology patient data including IBD patients. PMcG suggested looking at CAS as a primary system for effective communication tool for service delivery.</p> <p>KF informed the group that she is in the process of sending out the IBD proforma letter.</p> <p>CD confirmed that Wishaw are waiting on Karen Sinclair to roll out the Infliximab training in Wishaw which they were hoping to have in place before the winter. CD highlighted that the Pharmacy processes are in place to commence infusions.</p> <p>PMcG informed that a Moduline audit has been completed. Elaine Buchanan is expanding the current pathway following the audit outcomes.</p> <p>PMcG told the group that an IBD education event for professionals will be held in March and that a Families day will be held in November.</p> <p><u>Transition sub group update</u></p> <p>KF informed the group that the Transition Assessment plan is now ready to be piloted. It was agreed that MK will circulated the plan to the</p>	

	<p>Steering Group for approval before the six month pilot begins.</p> <p>MK informed the group that the Under 16's Transition Focus group which was held on the 20th August 2013 went well and that the parent's found it useful. MK informed the group that there was discussion around holding a generic transition day for teens from other networks who are going through the transition process. The over 16's Transition Focus group will take place on the 10th September 2013. KF highlighted that she has a list of names for the over 16's focus group which she will forward to MK.</p> <p>PMcG requested that a report should be produced on the outcomes from the transition focus groups in time for the next Steering group meeting.</p> <p>The group went onto discuss how best to give children who have been diagnosed in early childhood an insight to the transition period. HB and JC suggested that giving them a little information at a time on the run up to transition coupled with support through transition should enable the child to have a greater sense of what will take place. HB suggested incorporating transition into the child's care plan.</p> <p><u>Enteral Nutrition Sub Group Update</u></p> <p><u>EN Co-ordinator</u></p> <p>PMcG informed the group that there was a tacit agreement with regards to funding for the EN co-ordinator's role. MK confirmed that there were discussions held between Marianne Hayward, Heather Knox and Stephen McLeod with regards to the money being available. Money has been released from the "Time to Care" initiative and this has been used by the Community Children's Nursing Team to employ Salma Rahman who will be setting up a database looking at the equipment that patients required across the whole of Greater Glasgow & Clyde.</p> <p><u>EN database</u></p> <p>KF confirmed that the EN database is now ready to be presented to the dietitians. The database will capture the number of children discharged home on enteral nutrition.</p> <p>MK informed the group that Home Supplies Questionnaires have been distributed to families who order supplies for their child. Currently we have received 30 completed questionnaires back out of the 100 that were distributed. The results from the questionnaire are due to be presented at the next Glasgow CCN group meeting on Wednesday 4th September 2013.</p> <p>JC requested clarification around the EN competency packs and who should be identified to assess competence. HB indicated that the CCN's</p>	<p>MK</p> <p>KF</p>
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	<p>in Forth Valley carry out reviews and suggested there would be a need for local agreement within each are to manage this process. HB also suggested that the assessment of staff competency around EN could be integrated into annual update training.</p> <p>CD agreed to check if annual reviews of parental competencies and risk assessments are being carried out within Lanarkshire.</p> <p><u>Endoscopy Sub Group Update</u></p> <p>PMcG Informed the group that there was no progress made since the last Endoscopy Group meeting which was held on the 14th May 2013.</p> <p>KF apologised that the audit had not been completed on the Home Bowel prep but that she will have it completed along with the questionnaire for the next Steering group meeting.</p>	<p>CD</p> <p>KF</p>
4.	<p><u>Clinical Audit System</u></p> <p>MK informed the group that the initial starting cost of the Clinical Audit System would be £7,000 with ongoing running costs of £7,000 which will be split between WoSPGHaN and WoSCoR Network. MK informed the group that Scott Urquhart confirmed via e-mail that the costs will be funded by Greater Glasgow & Clyde.</p> <p>MK explained that CAS is not a register of patients and that national networks are using CAS. MK informed the group that reports can be run from CAS through Business Objects tool which would enable the network to measure quality indicators. MK will check if CAS can communicate with other NHS systems and arrange a demonstration of the Clinical Audit System for the group.</p>	<p>MK</p>
5.	<p><u>MKN Site</u></p> <p>KF confirmed that the EN documentation has been uploaded onto the MKN Site. KF informed the group that the issue with the MKN site is that people will refer to their local intranet for information before using the WoSPGHaN MKN site page. KF suggested that she may together a "virtual group" to look at what they want on the MKN site. PMcG suggested looking at what people need access to on a day to day basis which can be uploaded to local intranet sites and for all other information to be stored on the MKN site. MK and KF have agreed to meet on Fridays to work on the MKN site.</p>	

6.	<p><u>Education</u></p> <p>The Coeliac Professionals Day will be held on Thursday 12th December 2013 in the Queen Mother's Lecture Theatre in the Queen Mother's Hospital. PMcG informed the group that the morning session will include case presentation and will be open to professionals and the afternoon session will be for dietitians only.</p> <p>The group were informed that Andrew Barclay is planning to run a Home Parental Nutrition Day in 2014.</p> <p>The group discussed the last Tuesday AHP session which was poorly attended it was highlighted that attendance for these sessions vary from time to time. The group discussed the possibilities of holding the session over the one day several times per year where everyone can feed in and bring along case presentations.</p> <p>The group were informed that Psychology will be running Psychosocial Training in Jan/Feb 2014 which will require a minimum of 20 attendees for the training to go ahead. MK will contact Jennifer McDonald with regards to obtaining the flier and dates for the event.</p>	MK
7.	<p><u>AOCB</u></p> <p>KF informed the group that SSPGHaN annual meeting will be held on the 21st and 22nd November 2013.</p> <p><u>Qualitative Review of Patient Care</u></p> <p>KF confirmed that the template is ready to be sent to each link clinician. The questionnaire will be distributed with a six week return date.</p>	KF
8.	<p><u>Implications of the decommissioning of the HPN Network</u></p> <p>PMcG made reference to a document produced by Diana Flynn which detailed best practice in supporting HPN.</p> <p>KF will contact Christina McGuckin to request a copy of said document and forward to PMcG</p>	KF
8.	<p><u>Date & time of next meeting</u></p> <p>The next WoSPGHaN Steering Group meeting will be held on Thursday 14th November 2013 at 10am in the Telemed Room, Medical Illustration Corridor, 1st floor, Royal Hospital for Sick Children, Dalnair Street, Glasgow, G3 8SJ</p>	