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

Steering Group Meeting
Telemedicine Room, RHSC
30th October 2014

Present:

Janette Fraser (Chair Person)	Director of Regional Planning, West of Scotland
Paraic McGrogan	Lead Clinician, NHS GGC
Jan Chappel	Dietician, NHS Argyll and Bute
Karen Fraser	Network Data Manager, NHS GGC
Karen Sinclair	Clinical Nurse Educator, NHS GGC
Helen Bauld	Nurse Manager, NHS Forth Valley
Maureen Kinney	Network Manager
Michelle Nolan (minutes)	MCN Administration Assistant

Apologies:

Elaine Buchanan	Lead Dietitian for Gastroenterology, NHS GGC
Isabel Cullen	GP, Primary Care Representative
Caroline Delahunty	Consultant Paediatrician
Peter Canham	Voluntary Sector Representative

	ACTIONS LIST	Responsible
1.	MK/MN will add the issue of care of sixteen year olds in District General Hospitals to the next Transition agenda.	MK/MN
2.	MN will add providing information from a psychology point of view for parents whose children are about to start the transition process to next Transition group meeting.	MN
3.	PMcG suggested JF writes to Kevin Hill with regards to the issue of the EN Co-ordinator post.	JF
4.	KF suggested that MK contacts Jenny Cowieson, Liver Nurse Specialist for names of parents who may be willing to become member of the group.	MK
5.	JF suggested updating and re-circulating once objectives have updated with members of the network.	MK
6.	HB will contact the Clinical Governance for a break down of the information contained in the Safeguard report previously submitted.	HB
7.	KF queried whether the previous Service map report that John Bishop completed as it would be useful to compare to the new results. MK will check the shared drive for the report.	MK

8.	The group suggested some minor changes to be made to the Transition Pathway which MK will highlight to Lee Curtis.	MK
9.	MK will forward the Annual report to Sharon Adamson, Head of Acute Services Planning and Redesign to be included on the next Child Health Planning Group agenda.	MK
10.	MK will e-mail Linda Lawson, Administration Manager and query when the lead clinician post for WoSPGHaN will be advertised. JF and PMcG will be copied in to the e-mail.	MK
11.	MK will contact Jenny Cowieson, Liver Nurse Specialist with regards to delivering a presentation on Liver issues.	MK
12.	MK will contact Andrew Barclay to discuss the date of BAPEN Annual Meeting to ensure that the date do not clash with the Education Day.	MK
13.	KF will contact the Stirling Management Centre with regards to booking dates in March 2015.	KF
14.	It was suggested that pictures from previous family days should be included along with adding KS's name and title. MK will update the Clyde/Argyll (Highland) information on the poster along with the other suggested amendments.	MK
15.	MK will contact Jenny Cowieson, with regards to abbreviations and typos highlighted Cholangistis Pathway.	MK
16.	MK will speak to Jenny with regards to including the pathway in the patient hand held record.	MK

1.	<p><u>Previous Minutes & matters arising</u></p> <p>The group agreed that the minutes were an accurate reading of the previous meeting.</p> <p>1.1 - PMcG will contact the Clinical Directors from each Health Board again with regards to the fact that there is no feedback given when requesting access to Datix. – <i>The group were informed that Dr Lawrence Armstrong, NHS Ayrshire & Arran and Dr Caroline Delahunty, NHS Lanarkshire both agreed to share information when required. HB forwarded the Safeguard report to the network.</i></p> <p>1.2 - It was agreed that the issue of care of sixteen year olds in the District General Hospitals would be raised at the next Transition group meeting. - <i>MK/MN will add to Transition agenda.</i></p> <p>1.3 - A paragraph highlighting the issues of the increase in workload for the gastroenterology service, adolescent care and risk assessment will be added to the exec summary in the annual report. – <i>Completed by MK</i></p> <p>1.4 - MN will add looking into providing information from a psychology point of view for parents whose children are about to start the transition process to the next Transition Group meeting agenda. - <i>The Transition group agreed that this agenda item requires psychology input. MN will add to next Transition group meeting.</i></p>	<p>MK/MN</p> <p>MN</p>
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	<p>1.5 - MK and MN to co-ordinate th VC communication sessions for Vikki/Lee to discuss patients between IBD nurses and clinicians or nurses in DGHs. – <i>Tuesdays have been identified as a suitable day. The communication sessions will commence in December with a 6 month review date. The sessions will enable clinicians, nursing staff and dietitians to discuss their patients with members of the gastroenterology team at Yorkhill. A proforma has been developed to be filled in by the staff at the DGHs before the VC communication clinic. PMcG suggested piloting the VC communication sessions for 3 months rather than 6 months.</i></p> <p>1.6 - MK will contact Jamie Redfern with regards to funding for the EN Co-ordinator's post. – <i>MK was due to meet with Jamie Redfern on the 29th October 2014 this meeting was cancelled. PMcG suggested JF writes to Kevin Hill with regards to the issue of the EN co-ordinator post.</i></p> <p>1.7 - It was discussed that the Steering Group members will be contacted regarding their membership with the group and if they wish to stay a part of the Steering Group. They will be asked to nominate a representative from their area should they wish to no longer be a part of the group. – <i>MK informed the group that IC is happy to stay on as a member of the WoSPGHaN Steering group. CD indicated that she will leave the group, MK requested that CD suggests a suitable representative to take her place. Dr Ghassan Al-Hourani, NHS Forth Valley would like to join the group and the IBD sub group. Dr Iqbal, NHS GGC replied to say that he would not be able to join the group at the moment.</i></p> <p><i>The group went on to discuss whether a matrix of who is who and what their role is within Steering Group would be helpful. KF informed the group that one was started previously. The group went onto discuss making it clear to the members as to what their responsibilities are as a member. KF will discuss the idea of members of the 3^d sector joining the group at SSPGHaN in November. With regards to parent representation KF suggested that MK contacts Jenny Cowieson, Liver Nurse Specialist for names of parents who may be willing to become member of the group.</i></p>	<p>JF</p> <p>MK</p>
2.	<p><u>Workplan 2014-2015</u></p> <p>JF suggested updating and re-circulating once objectives have updated with members of the network.</p> <p>1.2 - Patient information already developed will be audited to establish the usefulness to patients/parents. – KF informed the group that the first audit was ran to gauge how useful the general information that parents received. KF will send out the previous questions and audit results. MK informed the group that the audit would be ran at clinics using I pads. It was agreed that dates will be organised to run the</p>	<p>MK</p>

	<p>audit.</p> <p>3.5 – Clinical Incident reporting. Set up a process for reporting clinical incidence across the West of Scotland in relation to PGHN clinical incidence – PMcG Suggested changing this objective to Amber.</p> <p>HB will contact the Clinical Governance for a break down of the information contained in the Safeguard report previously submitted as HB will only receive notification of IR1 forms that are from clinics/wards all other IR1 go straight to the Risk Network.</p> <p>3.6 - Service map for the MCN detailing teams in each health board area and session worked. MK has looked at the previous mapping questions and will develop a Survey Monkey. KF queried whether the previous Service map report that John Bishop completed as it would be useful to compare to the new results. MK will check the shared drive for the report.</p>	<p>HB</p> <p>MK</p>
3.	<p><u>Sub-group updates</u></p> <p><u>EN Group Update</u></p> <p>The feedback received from the EN Education Session on the 16th September 2014 was very positive. The attendees were asked which topics they would like to see covered at future events Liver was the most popular topic along with including case studies. JC suggested including FODMAPS as FODMAPS are being used in adult services and are trickling through to paediatrics.</p> <p>KF informed the group that 4 patients have been added to the EN database over the past 3 months with the majority of the activity being updating existing records. KF is due to meet with Karen Riddle to go over the reporting structure for the database.</p> <p><u>Transition Group update</u></p> <p>The group looked over the Transition Guidelines along with the appendices to be added. The group suggested some minor changes to be made to the Transition Pathway which MK will highlight to Lee Curtis. Once the amendments have been made the completed document will be sent out the group for final comment.</p> <p><u>Education Group update</u></p> <p>Version 2 of the EN Competency and Teaching packs is now ready to go to Medical Illustration for printing. KS explained that the Neonatal Network had been in touch with her with regards to adapting the EN training pack. The group agreed that the Neonatal Network could adapt the training packs as long as they state it has been adapted from the</p>	<p>MK</p>

	<p>WoSPGHaN EN training pack.</p> <p>PN Workbook – The PN workbook will be piloted with Yorkhill nurses. The trainers/ward nurses will train their staff with feedback on the workbook being given to KS. An action plan will be drawn up to take the training forward over the next three months.</p> <p>KS explained that the Learnpro Module for the PN Workbook is a work in progress. KS informed the group that a list of resource and the guide to resources for the PN workbook have been made up and added to the document.</p> <p>KS informed the group that she presented the Competency training to the new nursing staff who were enthusiastic and highlighted that it would be beneficial for students.</p> <p>KF queried whether KS has captured who has been trained. KS informed the group that she has been manually capturing the names of the staff that she has trained. HB suggested the training should be done around PDP/KSF with it being the local manager's responsibility to ensure that members of staff are being trained. PMcG highlighted that it was not KS's role to train all members of the nursing staff and it should be the responsibility of the trainers to roll out the training that they have received to their staff. HB suggested setting up a training programme record.</p> <p>Nasogastric Tube Discharge Pathway – KS explained the pathway highlights what is required of both nursing staff and dietitians prior to discharging patients who are going home with a nasogastric tube. The relevant documents which are required by the members of staff will be hyperlinked for ease of access. KS explained that the Strangulation Risk document is in its final draft and will also be added to the pathway. An audit on the pathway will be run at a later date. HB queried how use of the pathway would be evidenced. KS informed the group</p> <p>KF informed the group that Dr Lorraine McCann from Derry had been in touch and requested a copy of the EN Documentation. The group agreed that Lorraine could obtain a copy from the WoSPGHaN Website.</p> <p><u>IBD</u></p> <p>MK explained that she has not yet shown the Clinical Audit System to Richard Russell, MK informed that group that the West of Scotland Complex Respiratory Network were quoted £32,000 for the set up and running costs of a new instance on CAS. JF and Karyn Robertson, Network Manager from National Network Management Services have discussed the issue of the cost. JF confirmed that she is yet to hear back from Karyn. MK suggested a database developed by KF could be hosted on a main server which would enable other sites to look at the relevant patient information.</p>	
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4.	<p><u>Governance</u></p> <p>See 1.1 - Previous Minutes & matters arising.</p>	
5.	<p><u>Annual Report feedback</u></p> <p>It was agreed that MK will forward the Annual report to Sharon Adamson, Head of Acute Services Planning and Redesign to be included on the next Child Health Planning Group agenda. JF suggested that representatives from the network could attend the next Child Health Planning Group meeting to highlight outstanding issues and give an overview of the report.</p>	<p>MK</p>
6.	<p><u>Shared care issues</u></p> <p><u>Royal Alexandra Hospital</u></p> <p>PMcG met with Jamie Redfern, General Manager, Dr Iqbal Mohammed, Consultant Paediatrician, RAH, Dr Lesley Nairn, Consultant Paediatrician, RAH and Dr Richard Hansen, Consultant Paediatric Gastroenterologist to establish the infrastructure of the shared care clinics at the Royal Alexandra Hospital. Jamie Redfern agreed that Greater Glasgow and Clyde would fund 0.4 of nursing time, 0.4 of dietetic time and administration input for the out-patient and in-patient care.</p> <p><u>Wishaw General Hospital</u></p> <p>A meeting was held on the 24th September 2014 to discuss issues raised by the Wishaw share care team. The outcome of the meeting was positive with Wishaw link nurse Alison Buchanan given time to shadow the nursing staff at Yorkhill. KF has been asked to set up a process of identifying patients who will be seen at future shared care clinics at Wishaw.</p> <p><u>Forth Valley Royal Hospital</u></p> <p>HB informed the group that the shared care clinics at Larbert have improved vastly.</p>	
7.	<p><u>EN Co-ordinator update</u></p> <p>See 1.6 - Previous Minutes & matters arising.</p>	

8.	<u>Newsletter</u> The newsletter will be issued twice a year. The next newsletter will go out in December, this will include feedback from the Christmas Family Day which is due to be held on the 29 th November 2014 and SSPGHaN.	
9.	<u>Steering Group Tenure</u> MK will e-mail Linda Lawson, Administration Manager and query when the lead clinician post for WoSPGHaN will be advertised. JF and PMcG will be copied in to the e-mail.	MK
10.	<u>Education Day March 2015</u> The group discussed the topic that should be covered. MK will contact Jenny Cowieson, Liver Nurse Specialist with regards to delivering a presentation on Liver issues. MK will contact Andrew Barclay to discuss the date of BAPEN Annual Meeting to ensure that the date do not clash with the Education Day. KF will contact the Stirling Management Centre with regards to booking dates in March 2015.	MK KF
11.	<u>WoSPGHaN Poster</u> The group looked over the draft of the WoSPGHaN Poster which will be displayed at SSPGHaN. It was suggested that pictures from previous family days should be included along with adding KS's name and title. MK will update the Clyde/Argyll (Highland) information on the poster. MK will make the suggested amendments.	MK
12.	<u>AOCB</u> Cholangistis Pathway – The group looked over the Cholangistis Pathway. MK will contact Jenny Cowieson, with regards to abbreviations and typos highlighted. The GGC logo will be replaced with the WoSPGHaN and NHS Scotland logo. KF queried whether the pathway could be added to the patients. MK will speak to Jenny with regards to including the pathway in the patient hand held record.	MK MK
13.	<u>Date & time of next meeting</u> MN will contact JF with regards to suitable dates for the next meeting.	MN