



Personalised Care Planning in Cheshire Notes of Steering Group Meeting 22 September 2022 (via Teams)

Present

Claire Hopley	CH	Senior Programme Manager, Cheshire, and Merseyside Cancer Alliance
Catherine Morgan-Jones	CMJ	Project Manager, EoLP
Sarah De Coninck	SD	Project Clinical Lead, EoLP
Julie Pieczarka	JP	Macmillan Information and Support Manager, MCHFT
Lynn Thomas	LT	Macmillan Lung Cancer Clinical Nurse Specialist, MCHFT
Lorna Vicary	LV	Lung Cancer Support Worker, MCHFT

Apologies

Karen Bowyer	KB	Haematology Clinical Nurse Specialist, MCHFT
Jo Smith	JS	Partnership Manager - North West (Cheshire & Merseyside), Macmillan
Lisa Taylor	LT	Business Manager, South Cheshire, and Vale Royal GP Alliance
Maggie Taylor	MT	Haematology Support Worker, MCHFT
Jo Wilson	JW	Macmillan Lung Cancer Clinical Nurse Specialist, MCHFT
Abbie Kahya	AK	Project Support Manager & SC&VR Hub Manager, South Cheshire, and Vale Royal GP Alliance
Sarah Snape	SS	Lung Cancer Support Worker, MCHFT
Nic Howarth	NH	Project Engagement and Comms Lead, EoLP
Jacqui Candy	JC	Senior Programme Manager, Cheshire, and Merseyside Cancer Alliance

Notes of previous meeting – 16 June 2022

- Minutes were approved as an accurate record by the group.

Matters arising

The following actions were ongoing:

Jo Smith to liaise with Maggie Taylor and Karen Bowyer re date for eHNA training. JP advised that the Haematology team are undergoing staff changes with Sue Jones joining from Acute Oncology and another new starter due to join the team.

Action: JP to provide Sue Jones' contact details to CMJ/SD.

Action: CMJ to follow up with Jo Smith on 26 September

JP advised that she is working with the Cancer Manager at MCHFT and Jo Smith at Macmillan to integrate the eHNA with Somerset. This will mean eHNA data is automatically updated in Somerset and reduce the need for duplicate entries.

Update on Service Delivery

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Referrals began in July with 12 referrals made to date. All referrals have been from the lung team.

- Issues have been identified with referrals going to generic email inboxes (as requested by practices) and not being actioned.
- This has been addressed by changing the process and sending referrals to individual SPLW inboxes to ensure that they are received by the relevant person. All referrals made to date have also been checked and resent if necessary.
- LT asked whether SPLW can confirm receipt of referrals in future. CMJ advised that this should be happening already, but will remind SPLW that this is part of the referral process and will also help reduce risk of referrals being lost.

Action: CMJ to contact SPLW and remind them of need to send confirmation of receipt.

- LV asked whether SPLW have access to EMIS records before they contact a patient. CMJ advised that the SPLW are not clinical roles and are not expected to check EMIS prior to an appointment as a matter of course. In some cases, SPLW will not have access to EMIS records, depending on which practice they are employed by/working in, therefore any information that the team feel is pertinent (e.g. communication issues or any other issues that may impact on engagement or help the SPLW decide how to approach the patient) need to be included in the referral document.

Education Events

- Feedback from the most recent education event was shared with the group along with the results of a survey of SPLW to identify how their work currently aligns to the five areas on the Concerns Checklist.



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- A number of ongoing training needs have been identified which will be addressed at future education events.
- JP queried what access the SPLW have to different resources, directories of services etc. as there may be opportunities to share/learn from one another.

Action: CMJ to put JP in touch with Darren Appleby, SPLW project manager at Pathways, to discuss further.

- SD referred to the new Cancer Academy which may be a useful resource for the team.

Action: CMJ to highlight the new Cancer Academy to SPLW in the next bulletin.

- CMJ noted that education events and forums are all ongoing and that any member of the steering group is welcome to attend as it these are a good opportunity to link in with the SPLW team. For details, please see the microsite: [Personalised Care Plan Project : Home Page | The End of Life Partnership \(eolp.co.uk\)](#) and to register, please email personalisedcare@eolp.org.uk

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Updates to Terms of Reference

- CMJ advised that the Terms of Reference for the Steering Group have been updated to reflect the timescales for the project having slipped. The membership/circulation list has also been updated to reflect staff changes/absences. The updated ToR were agreed by the group.

Any Other Business

- LT asked whether SPLW can share a summary of their discussions with the Lung Team so that if patients get back in touch they can see what has been agreed. It was confirmed that the consent statement on the eHNA checklist covers sharing between healthcare settings and that no additional consent is required. CMJ suggested that sharing the care plan would be the easiest way to do this as all concerns are included in the document along with actions etc.

Action: CMJ to advise SPLW of change, asking that they refer to the Lung/Haematology teams when discussing sharing of care plans with patient and share care plans for any future referrals.

Date of Next meeting:

- Thursday 1 December 2022 from 1 – 2.30 pm via MS Teams

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