

Yorkshire Sub-Regional Palliative & End of Life Care Group

Work Programme 2009-2012

Introduction

The purpose of this report is to describe a 3 year work programme for the Sub-regional Palliative & End of life Care Group (Yorkshire). There will be an annual review of progress against the Work Programme and an annual report prepared for the Yorkshire and the Humber SHA EOLC Pathway Delivery Board & Yorkshire Cancer Network Board.

Function

The group's roles are

- To provide clinical advice and guidance to the local EoLC strategy groups to support the delivery and development of high quality EoLC and Palliative care services across all diseases and conditions
- To undertake work on behalf of the sub regional area EoLC groups that can be undertaken once and shared
- To undertake work on behalf of the SHA EoLC programme delivery board in collaboration with the other two sub regional EoLC/palliative care groups
- To provide clinical advice and guidance to the Yorkshire Cancer Network and Network groups to support the delivery and development of high quality EoLC and Palliative care services in line with the Supportive and Palliative Care for Adults with Cancer Improving Outcomes Guidance.

Membership

The membership of the group includes agreed representatives from each of the Locality Palliative / End of Life Care Strategy Groups (lead clinicians from each palliative care area in the network; commissioners, nurses; representatives of professional Health & Social groups working within palliative and end of life care; representatives of voluntary organisations; and the lead network team.)

Frequency of meetings

The frequency of the sub regional EoLC meetings will be dependent on the work programme. This may include a fixed number of sub regional EoLC meetings and additional working groups to take specific work streams forward to meet deadlines

Chair & Vice Chair

The Chair is to be elected from the sub regional EoLC network group for a term of office of two years. The Chair should be chosen the year before taking up office and serve as vice-chair for that year and for the year following his/her term of office.

The sub regional chair will be a member on the SHA Regional EoL Pathway Delivery Board and the YCN Supportive and Palliative Care Group

Produced by:	The Sub-Regional Palliative & EoLC Group (Yorkshire)	Publication Date	July 2009
Document Version	3	Review Date	July 2010

Aim/objective	Ref	Task(s)	Outcome	Lead	Timescale
1. Terms of Reference and Work Programme	1.1	To agree the role, function of the sub-regional group and amend the Terms of Reference and Membership accordingly	The work programme to be reviewed annually.	Chair	June 2009. March 2010
	1.2	To ensure that the EoLC group Work Programme incorporates aspects of the Yorkshire & Humber SHA End of Life Pathway Delivery Board's work programme to support the delivery of the SHA healthy ambitions EoLC pathway and the national EoLC strategy	The work programme to be reviewed annually.	Chair /SHA EoL Clinical Lead	March 2009 Review annually
2. Service Planning To coordinate the agreed work to be taken forward across the SHA	2.1	<p>To support the work being undertaken on behalf of the SHA EoLC pathway delivery board by the other 2 sub regional groups: -</p> <ul style="list-style-type: none"> Develop Quality markers and quality matrix for EoLC for use across the SHA utilizing and adapting the national quality markers Support the development of data collection and IT systems that enable data for EoLC to be collected as part of service delivery Support the development of innovation in the delivery of EoLC services working collaboratively with the SHA quality foundation <p>Support the sharing of good practice across the SHA</p>	<p>Measures and matrix available and agreed for use across the SHA</p> <p>IT systems developed that enable the collection of data required to monitor the agreed quality matrix</p> <p>Identification of new innovative models of service delivery in EoLC</p> <p>Annual Regional Sharing good practice event</p> <p>Yorkshire Sharing Good practice event</p>	<p>Humber and Yorkshire Coast sub regional group</p> <p>David Levy link to national work</p> <p>North Trent sub regional group</p> <p>All groups</p> <p>All groups</p>	September 2009
					September 2009
					Ongoing
2.2	DNAR Guidelines/Policy To produce and agree a DNAR policy/documentation for use across the SHA including sharing of information with OOHs and ambulance services	Policy agreed and used adopted across the SHA	Yorkshire sub regional group (MK, AG, LW, CR) NHS Bradford and Airedale	December 2009	

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	2.3	<p>Transport of Palliative/EoLC patients between care settings</p> <p>To support and advise on the development and improvement of the ambulance service for palliative / EoLC patients</p>	Responsive, equitable and timely ambulance service for all palliative /EoLC patients	NHS Bradford and Airedale Yorkshire sub regional group (MK, AG, LW, CR)	March 2010
	2.4	<p>Service improvement recommendations</p> <p>To advise on service provision for Specialist Palliative Care and EoLC and make recommendations for service improvement/development/reconfiguration to the Locality EoLC strategy groups, Yorkshire and Humber Regional EoLC Pathway Delivery Board and the YCN Network Board</p> <p>Group to have clear understanding through sharing and summarizing of locality EoLC priorities, plans and challenges</p> <p>To identify 'do once and share' initiatives to agree to work collaboratively on (in agreement with SHA Pathway Delivery Board / Locality EoL strategy groups)</p>	<p>Annual report and Recommendations made to SHA and YCN</p> <p>Priorities of PCTs shared and 'do once and share' initiatives identified</p>	Chair & Vice Chair	ongoing
	2.5	<p>Locality EoLC Registers</p> <p>To support, advise and share good practice</p> <p>Outcome of national pilots disseminated</p>	Locality EoLC registers implemented	All	ongoing
	2.6	<p>Guide to Symptom Management in Palliative Care</p> <p>Review the YCN HYCCN guidelines and distribute across region</p> <p>Support the development of palliative care guidelines for non cancer disease groups</p>	<p>Reviewed May 2009</p> <p>New guidelines developed as agreed with input from sub-regional EoLC group</p>	Chair & Vice Chair As requested	May 2011

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	2.7	Lead on the network aspects of the implementation of the Supportive & Palliative Care Cancer IOG Specialist Palliative Care			
		a) Referral to Specialist Palliative Care Review guidelines and circulate across Yorkshire	Guidelines reviewed and disseminated to SPC MDT's	Chair & Vice Chair	Sept 2009
		b) MDT Coordination Guidelines Review guidelines and circulate across Yorkshire	Guidelines reviewed and disseminated to SPC MDT's	Chair & Vice Chair	Dec 2009
		c) Network wide Audit Agree and complete sub-regional wide audit to comply with cancer peer review measures	Network wide audit and action plan for achievement agreed	Chair & Vice Chair	Dec 2009
		d) Population Needs Assessment Localities to submit agreed needs assessment information to sub-regional group. Summary for Yorkshire compiled	Population Needs Assessment completed for Yorkshire region	Chair & Project Lead (when appointed)	March 2010
		e) Systems in place for enabling face to face assessments in a range of care settings 9-5, 7 days a week Group to provide guidance and support to localities on the implementation of the 9-5 7 day a week face to face assessment Group to identify and share good practice across region and SHA	Guidance provided to localities	Chair & Vice Chair	Nov 2009

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	2.8	<p>General palliative care Advance care planning tools (IOG) To agree across the sub regional area a plan and milestones for the implementation of the Advance Care planning tools (GSF, LICP, PPC) with roll out in 80% GP practices 100% of Acute trusts on 3 or more wards 75% of hospices 41% of community hospitals have robust plans</p> <p>Locality groups have a plan to roll out tools to care homes</p> <p>To share good practice to support the implementation of the Tools in Practice</p> <p>To have regular progress updates on the role out of the EoLC tools</p>	<p>Plan agreed across the sub regional area</p> <p>IOG monitoring form completed and priorities achieved</p> <p>Good practice disseminated</p>	<p>Locality Leads</p> <p>All</p>	<p>Dec 2009</p> <p>ongoing</p>
	2.9	<p>General palliative care Bereavement Service (IOG) Map current Bereavement services and undertake a gap analysis</p> <p>To produce a sub regional policy to inform the level of bereavement support offered</p> <p>Assess information available about how to access bereavement support services and access to that information</p> <p>Develop a survey for bereaved relatives to be used locally</p>	<p>Bereavement services mapped and commissioning plans identified as per IOG and EoLC strategy</p> <p>Good practice shared and disseminated</p>	<p>Locality Leads</p> <p>All</p>	<p>Dec 2009</p> <p>ongoing</p>
	2.10	<p>Peer Review Process To monitor progress on meeting national cancer measures and ensure action plans agreed following peer review are implemented</p>	<p>Peer Review process completed and action plan implemented</p>	<p>Chair & Vice Chair</p>	<p>March 2010</p>

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	2.11	Palliative (End of Life) Pathway and Specialist Palliative Care Pathway Finalize & disseminate pathways Develop, agree and disseminate Information Pathway for Palliative / End of Life Care	Pathways ratified Information Pathway identified	Chair & Vice Chair YCN Information Lead	Sept 2009 March 2010
3. Governance and Audit	3.1	Audit the use of the YCN & HYYCN symptom management guidelines	Audit completed	L Brown	March 2010
	3.2	Undertake one service level audit (cross ref 2.7c)	Network audit completed and recommendations disseminated		July 2010
4. Workforce development and education	4.1	To support and inform the work of the SHA Education sub-group to develop a region wide training and education strategy for EoLC.		Chair & Vice Chair	March 2010
	4.2	As identified on a 'do once and share' basis coordinate appropriate education programmes and events across the sub region Hold at least one annual sub regional education	Annual Sub-regional Sharing Good Practice Educational Event	Vanessa Taylor & sub-group as identified	March 2010
5. Research and development	5.1	Research in Palliative Medicine Named lead within the group for research Local and national links identified Annual summary report completed	Named link for research identified Evidence of research documented Increased awareness and involvement in research initiatives in palliative / EoLC		ongoing
6. Annual Work Plan and Report	6.1	To produce an annual report.	Report presented to YCN Board and SHA EoLC Pathway Delivery Board	Chair	June 2010

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