

TAYSIDE PALLIATIVE AND END OF LIFE CARE MANAGED CARE NETWORK

TERMS OF REFERENCE

'It is our vision that the Tayside Palliative and End of Life Care Network will work in partnership, with and for those who are facing serious illness, those who are near the end of life and those who are dying so that they have the care they need, when and where they need it.'

1. Purpose of MCN Steering Group

The purpose of the Palliative and End of Life Care (PEOLC) MCN Steering Group is to work together across traditional boundaries to support the planning and delivery of consistent, equitable, high quality services to meet the needs of patients and their families in Tayside. The MCN spans palliative and end of life care of all types and across all settings and includes that which is delivered in the person's own home, in community hospitals or care homes, in the acute setting or hospices.

The MCN Steering Group will comprise key stakeholders in the delivery of palliative and end of life care from health and social care, including clinicians and service managers, as well as representatives of the independent and voluntary sector and service users and carers. Subgroups will be established as necessary to take forward specific pieces of work on behalf of the Steering Group and report directly to the Group.

Key strategic policies both at a local and national level will act as a guide and provide the context for palliative and end of life care service delivery and will help to inform the key priorities of the MCN. These include the Scottish Government's *Strategic Framework for Action on Palliative and End of Life Care (2015)*, *Achieving sustainable quality in Scotland's healthcare: A 20:20 Vision (2011)*, the Strategic Commissioning Plans for the Health and Social Care Partnerships (Angus, Dundee and Perth & Kinross) and the NHS Tayside Integrated Clinical Strategy (due for publication 2018).

2. Remit

The MCN Steering Group will be responsible for overseeing the workplan and coordination of the MCN, ensuring close integration of the work of the MCN and operational management of services. The MCN Steering Group will set the strategic direction for the MCN referring to national policy, regional priorities and evidence best practice guidelines /standards for palliative and end of life care.

3. Objectives

The MCN Steering Group will oversee and direct the work of the MCN as outlined in the workplan. The objectives will include:

- Ensure the MCN is guided by the MCN Core Principles (HDL, 2007), the NHSScotland Quality Strategy (2010) and CEL 29 (2012) MCNs: Supporting and Delivering the Healthcare Quality Strategy

- Develop a purposeful, integrated and person-centred approach to audit and data collection which takes cognisance of local, regional and national priorities for improvement and performance review
- Support the development of a coordinated approach to the delivery of education and training in palliative and end of life care knowledge and skills
- Support and /or undertake high quality palliative and end of life care research and ensure that research knowledge is translated in to care settings to improve the quality of care of persons with palliative and end of life care needs
- Facilitate service development and improvement across all care settings in order to deliver a high quality service which is person-centred, safe and effective
- Facilitate integrated and collaborative working between all care sectors and settings and the public to ensure services are delivered in a way which are high quality, holistic and person-centred

4. Chair Person

The chairperson is Shirley Kelly, Macmillan Lead Palliative Care Pharmacist, NHS Tayside

5. Membership

Name	Job Title	Role
Karen Anderson	AHP Director, NHS Tayside	Group member
Lindsay Baillie	South Locality Manager, Perth & Kinross HSCP	Co-chair
Deborah Baldie	Senior Nurse, Practice Development Research, NHS Tayside	Group member (MCN Research Subgroup Lead)
Fiona Barnett	Clinical Co-ordinator for SPCS, Dundee HSCP	Group member
Jill Buchan	Dundee Local Integration lead (Independent Sector), Scottish Care (Dundee HSCP)	Group member
Deans Buchanan	Consultant in Palliative Medicine/Lead Clinician, NHS Tayside	Group member (MCN Co-Lead/HPCT rep)
Elinor Brabin	Consultant in Palliative Medicine, Roxburghe House, Dundee	Group member (MCN Data & Audit Subgroup Lead)
Pat Carracher	Medical Director, CHAS	Group member
Elaine Colville	Senior Nurse for Palliative Care, Angus HSCP	Group member
Carole Fraser	Community Learning Disabilities Nurse, NHS Tayside	Group member
<i>Diane Fraser</i>	<i>Head of Community Care, Perth & Kinross HSCP</i>	<i>Group member</i>
Alan Gibbon	Senior Chaplain, Professional Lead: Person-centred Care, Spiritual Care, NHS Tayside	Group member
Buddhi Gunaratne	Consultant Paediatrician, NHS Tayside	Group member
Beth Hamilton	Locality Manager, Dundee HSCP	Group member

Jenny Hill	Locality Manager, Dundee HSCP	Group member
Lesley Howells	Maggie's Research Lead(UK)/Lead Consultant Clinical psychologist (Scotland), Centre Head	Group member (MCN Research Subgroup Lead)
Shirley Kelly	Macmillan Lead Palliative Care Pharmacist, NHS Tayside	Chair (MCN Pharmacy Subgroup Lead)
Diane McCulloch	Head of Community Care (Operational Services), Dundee HSCP	Group member
Kirsty McQuarrie	Clinical Co-ordinator for SPCS, Perth & Kinross HSCP	Group member
Sarah Mills	General Practitioner/Academic Fellow, University of Dundee	Group member (MCN Research Subgroup Lead)
Sandra Gourlay Karen Fletcher Wendy Reid	Lead Nurse, Perth & Kinross HSCP Lead Nurse, Angus HSCP Lead Nurse, Dundee HSCP	Group member (<i>on a rotational basis</i>)
Valerie Riddle	Senior Practitioner/Acting Team Leader, Perth & Kinross Council	Group member
Jillian Richmond	Service Manager, Older Peoples Services, Angus HSCP	Group member
Judith Sixsmith	Professor of Health Related Research, University of Dundee	Group member (MCN Research Subgroup Lead)
Libby Smith	Macmillan Palliative Care Practice Educator, NHS Tayside	Group member (MCN Education Subgroup Lead)
Gill Tomison	Palliative Advanced Nurse Practitioner, Cornhill Macmillan Centre, NHS Tayside	Group member (MCN EOLC Subgroup Lead)
Abigail Walton	Consultant in Palliative Care, Cornhill Macmillan Centre, NHS Tayside	Group member (MCN Education Subgroup Lead)
Lynsey Webster	Senior Officer – Strategy, Performance & Support Services, Dundee HSCP	Group member (MCN Data & Audit Subgroup Lead)
Susan Whyte	Primary Care Macmillan Lead GP, NHS Tayside	Group member (MCN Co-Lead/ EOLC Subgroup Lead)

Members have a responsibility to communicate effectively between the MCN, relevant professions and the wider organisation. They will be expected to have delegated authority on behalf of their respective organisation and be able to commit to the decision-making process of the Steering Group.

Where members cannot attend the MCN Steering Group meetings a deputy should be appointed to attend and feedback to the member.

6. Terms of Office

The MCN Steering Group as identified above are members due to the position they hold in Tayside. Their term of office is therefore determined by the time the members remain in positions detailed.

7. Quorum

When group members are unable to attend, the MCN Steering Group meetings will progress with a minimum quorate of:

- Chair or Co-chair
- One of the MCN Clinical Leads
- MCN Manager
- 25% of the group membership

In circumstances where members of the MCN Steering Group are unable to attend the meeting, there will be a commitment to ensure that they are informed of the discussions and any actions to be taken in a timely way following the meeting.

8. Frequency of meetings

The MCN Steering Group will be held bimonthly for the first 6 months at which point the frequency will be reviewed in the context of the MCN objectives. The timing of meetings will take account of the wider MCN Network meetings.

9. Accountability

The MCN Steering Group will be accountable to the Tayside R1 Group and through the MCN Manager will be responsible for ensuring that reporting arrangements are adhered to.

The MCN Steering Group will ensure that there are appropriate linkages and engagement with relevant stakeholders, agencies and organisations.

10. Reporting

The MCN Manager will prepare an annual report for submission to Macmillan and the Tayside R1 Group (Tayside Joint Forum – Professional Leads from Health & Social Work) with the report being shared with the respective R2s for information.

11. Communication Plan

A detailed Communication Plan is available as a separate document (*in development*).

12. Workplan

A MCN Workplan is in place and regularly updated which provides an overview of all the key elements and priorities in the delivery of the MCN objectives.

These Terms of Reference will be reviewed on an annual basis.

Iona Philp, PEOLC Network Manager, Tayside

28th September 2018