

South East Regional Palliative Care Network

Regional Palliative Care Network Steering Committee Minutes

Date: February 12, 2019

Time: 2:00 pm - 3:00 pm

Location: Teleconference

Attendees: Joanne Billing, Hilary Blair, Brenda Carter, Helen Cluett, Megan Conboy, Laurie French, Tracy Kent-Hillis, Natalie Kondor, Karen Moore, Alfred O'Rourke, Linda Price, Denise Reynolds, Kara Schneider, Kerry Stewart

Invited Guests: Ruth Dimopoulos, Stephanie Giroux (recorder)

Absent/Regrets: Michele Bellows, Janine Mels-Dyer

Agenda Item	Discussion	Action
1.0 Call to Order		
1.1 Welcome & Introductions	Brenda welcomed members.	
1.2 Approval of Agenda	Approved with no additions.	
1.4 Conflict of Interest Declaration	<p>Ruth declared a potential conflict of interest with respect to the Quality Improvement Coach and Project Team Lead funding. Members agreed that it is valuable for her to remain on the call.</p> <p>Kerry declared a conflict of interest as she is a member of Compassionate Kingston, an organization which has submitted a funding request for community education. Kerry stayed in the meeting.</p>	
2.0 Matters Requiring Discussion		
2.1 RPCN Work Plan for 2019-20 & Funding Proposal	<p>Hilary presented the progress of the regional action items A-G in the RPCN Work Plan and the draft proposal to the South East LHIN for ongoing funding to support Network projects and operations over the next two years. The Steering Committee to provide feedback and approval in order to submit to OPCN by April 1, 2019.</p> <p>Members questioned if Hospice Kingston and Compassionate Kingston had a detailed plan for community education in 2019-20. Hilary referred to the proposal that was shared at the December 18, 2018 meeting which provides details of their plan until March 2019. A comprehensive strategy for the next fiscal year has not yet been finalized; however, Hilary described potential approaches</p>	Share deliverables to the Steering Committee. (Lead)

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	<p>and next steps that have been shared by Hospice Kingston and Compassionate Kingston. Brenda noted the importance of tangible information and outcomes returning to the Steering Committee for accountability purposes. Hilary to request specific deliverables to be included in the funding proposal. Details to be shared with Steering Committee.</p> <p>Members questioned if the Steering Committee budget is a part of patient care budget. Joanne clarified that they are two separate budgets. The patient services budget is part of Home and Community Care. Further information and/or details can be provided in future if requested.</p> <p>Members questioned if the extension of the projects is mainly focused on spread or are the projects wrapping up. Hilary clarified that further testing of some change ideas is needed; however, projects will also focus on sustainability and spread of ideas where appropriate. Ruth also shared that the focus will begin to shift towards sustainability and spread of the projects. Sustainability and Spread training session scheduled for Team Leads on February 20, 2019.</p> <p>Hilary suggested that the Quality Improvement Coach position be reduced from 1.0 FTE to a 0.2-0.4 FTE Quality Improvement Consultant. Ruth added that there was intensive face to face coaching at the launch of the projects. However, as the projects are ongoing, the consultant will be able to provide more virtual coaching. Ruth acknowledged that there may be an increased need for assistance if a new project and lead are introduced. There is an opportunity, in addition to the Quality Improvement Consultant, to optimize the use of other online Quality Improvement resources to further learning and support.</p> <p>Members questioned if the \$15,000 for the First Nations, Inuit, Métis and Urban Indigenous engagement funds was for a paid position. Hilary explained that the Network has hired an Indigenous Consultant to begin to action recommendations outlined in the Indigenous Palliative Care Report produced by Dr. Terri-Lynn Brennan (2018). The Consultant is currently gathering patient journey stories and will be presenting his findings and recommendations to the Steering Committee this spring. The funds for 2019-20 will support implementation of the consultant's recommendations and remaining recommendations from Dr. Brennan.</p> <p>Hilary presented the addition of the MAID clinician Community of Practice (CoP) to assist with connecting providers in section E2 as per discussion at the January 29th meeting. Laurie</p>	<p>Share FNIMul recommendations with the Steering Committee. (Lead)</p>

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	<p>acknowledged that there is potential for this group to inform the inventory of providers. Kerry highlighted that the committee had agreed to refrain from engagement in activity related to MAID. Further discussion needed before specific CoP can be included on Work Plan.</p> <p>Hilary noted that Hospice Kingston had requested additional funding, above what has been provided in previous years, to support the Hospice Education Day. Members questioned if the amount requested was too high. Hilary noted that the day attracts regional hospice attendance. Attendees have expressed the benefit of running this event; however, members agreed that additional funding to supplement what has historically been provided is not available at this time.</p> <p>Hilary expressed that the budget is currently over by \$1,580. She suggests a reduction in communication support and/or human resources in order to present a total of \$250,000 to the LHIN Executive.</p> <p>Karen moved, Alfred seconded. All in favour that the SE RPCN Steering Committee accepts:</p> <ul style="list-style-type: none"> - The recommendations presented to be included in the Regional Work Plan for 2019-20 to be submitted to OPCN by April 1, 2019 and - The recommendations presented for required funding support to be presented to the LHIN Executive by March 31, 2019. 	<p>Regional Work Plan for 2019-20 to be submitted to OPCN by April 1 (Lead & Co-Leads)</p> <p>Funding support to be presented to the LHIN by March 31 (Lead)</p>
3.0 Wrap-up		
3.1 Next Meeting	Next Steering Committee Meeting: March 19, 2019 – Kingston South East LHIN (1471 John Counter Blvd (TJ Plunkett Board Room)	