

South East Regional Palliative Care Network

Regional Palliative Care Network Steering Committee Minutes

Date: December 18, 2018

Time: 1:00 pm - 4:30 pm

Location: the South East LHIN – Kingston Office at 1471 John Counter Blvd, Suite 200, Kingston (TJ Plunkett Board Room - Second Floor)

Attendees: Joanne Billing, Hilary Blair, Brenda Carter, Laurie French, Tracy Kent-Hillis, Natalie Kondor, Janine Mels-Dyer, Karen Moore, Linda Price, Denise Reynolds, Kara Schneider (phone), Kerry Stewart, Alfred O'Rourke, Michele Bellows (phone), Allen Prowse

Invited Guests: Ruth Dimopoulos, Maggie George, Stephanie Giroux (recorder), Susan Himel, Alicia McCallum, Wendy Parker, Allen Prowse, Onalee Randall, Mike Slatter Mary Woodman, Janet Webb

Absent/Regrets: Helen Cluett

| Agenda Item | Discussion | Action |
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| 1.0 Call to Order | | |
| 1.1 Welcome & Introductions | Brenda welcomed Tracy Kent-Hillis, Janine Mels-Dyer, Kara Schneider and Karen Moore as new Steering Committee members. Each new member introduced themselves and provided a brief background of their work and interest in palliative care. Brenda welcomed Susan Himel, Regional Liaison from OPCN, who will present information about her role and how she can support the work in the region. | |
| 1.2 Approval of Agenda | Approval of December 18 th , 2018 meeting agenda as circulated. Linda moved; Kerry seconded. All in favor. | |
| 1.3 Conflict of Interest Declaration | Kerry and Karen declared a conflict of interest as both represent organizations that submitted a proposal for Item 4.3 Reallocation of Unused Network 2018-19 Funds. Karen stayed in the meeting, but did not vote. | |
| 2.0 RPCN Priority Team Updates | | |
| 2.1 OPCN Perspective | <p>Susan Himel presented on behalf of OPCN. She provided an overview of her role, how she can support the work in our region and a brief overview of the Health Services Delivery Framework. Susan currently supports 6 LHINs and works closely with the other Regional Liaisons, providing opportunity to support knowledge exchange and collaboration across the province.</p> <p>Members requested assistance with interpreting the OPCN data and information received that is used for regional planning and setting priorities. Susan noted that the Regional Liaisons are working with OPCN Data & Analytics staff to host a webinar scheduled in January 2019. The</p> | |

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| | objectives of the webinar are to provide an overview of the purpose, content, target audiences and frequency of the OPCN's regular Reporting Products, walkthrough the reports/tools and instructions on how to navigate them and use examples and cases to show how specific data may be viewed in the reports/tools. Members are to contact Hilary or Stephanie if interested in participating in the webinar. | |
| 2.2 Priority Team Project Updates | <p>2.2.1 Access to 24/7 Care</p> <p>Mary presented on behalf of the Access to 24/7 Care Priority Team and introduced Mike Slatter, Deputy Chief of Hastings-Quinte Paramedic Services, who has joined her for the presentation. Mike Slatter presented an update of the "Paramedics Providing Palliative Care at Home" model. One-time funding has been approved by the LHIN to cover the registration and replacement staffing for all 144 paramedics in Hastings Quinte, as well as course facilitator fees in order to provide LEAP paramedic training to all staff by March 31, 2019.</p> <p>Members questioned who will facilitate the LEAP Paramedic training. Mary is working with Pallium Canada to have LEAP facilitators available before the deadline. Two facilitators need to be at each one day training session. Team has identified an upcoming Facilitator training session in Ottawa in January and plans to send several paramedics to gain certification and help with training roll-out. Members questioned how the model will be spread throughout the region. Mike shared that CFHI is supporting this pilot project and other areas including Ottawa and York are also interested in proceeding with a similar model. Mike and Mary are working closely with the Regional Paramedic Program of Eastern Ontario under Dr. Richard Dionne. The goal is to train all paramedics (over 1500) in the Regional Paramedic Program of Eastern Ontario which includes both Champlain and South East LHIN regions. Mike continues to discuss the model with other Deputy Chiefs as the opportunity presents.</p> | |
| 2.2.2 Hospice Residence | <p>2.2.2 Hospice Residence</p> <p>Maggie presented on behalf of the Hospice Residence Priority Team. In reference to the mandate, project tasks have been accomplished. Next steps are to develop the final report along with recommendations and challenges.</p> <p>Members questioned how areas are targeted for the development of new beds. Concerned the focus is not on client or community needs, but more based on funding and resources. Maggie explained how the bed methodology is based on the planning guide and statement of need. Hilary to share the</p> | Lead to present OPCN capacity building information at next |

South East Regional Palliative Care Network

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|----------------------------|--|-------------------|
| 2.2.3 Better Communication | <p>OPCN capacity building survey and planning information at the next meeting.</p> <p>Members acknowledged the development of a waiting list as a result of testing the admission of PPS 40 patients and questioned how this unintended consequence will be addressed. The team is adapting the current PDSA to note the referrals will be submitted at 40%, however, the patient will not always be admitted at that stage. It will be important to monitor the impact of these admissions.</p> <p>2.2.3 Better Communication</p> <p>Alicia presented on behalf of the Better Communication Priority Project. The Care Coordinator with Home and Community Care is now dedicated one day per week and will begin to access SHIP in the next cycle of testing. Completion of the Discharge Checklist has been successful. Modifications to the list have been made to accommodate hospice and hospital needs. Training has commenced. The checklist, although available electronically, needs to be printed and faxed.</p> <p>Members questioned whether having Home Care Care Coordinators embedded in primary care will be sustainable and spreadable across the region. Joanne noted that this initiative aligns with the Primary Care Integration project that Home and Community Care is leading. This project is a result of the former government's direction to improve access to Home Care Care Coordination in primary care settings and the lessons learned will help to inform next steps. Laurie French and Juli Heney will continue to monitor this initiative and ensure care coordination availability. Susan added that embedding care coordinators in primary care aligns with OPCN and the HSDF priority recommendations. Suggestion was made to invite Kris Walker, Implementation Lead for the Primary Care Integration Project, to an upcoming meeting.</p> | meeting. (Hilary) |
| 2.2.4 Coordination of Care | <p>2.2.4 Coordination of Care</p> <p>Ruth presented on behalf of the Coordination of Care Priority Team. The Smiths Falls Nurse Practitioner Clinic is no longer able to participate as a second pilot site. The eHealth Centre of Excellence in Waterloo Wellington LHIN has developed a Palliative EMR Toolbar (Telus PS Suite). The team now has access to the customizable toolbar and will begin testing in February at Rideau Community Health Services. The document outlining the plan for reorganizing the SE RPCN Website is open for consultation. Suggestions are to be forwarded to Ruth or Hilary.</p> | |

South East Regional Palliative Care Network

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| | Members questioned if HQO Standards were considered in the EMR Tool design. Ruth acknowledged the Gold Standard Framework and palliative care champions that were involved and worked closely with OPCN during the development of the tool. Ruth shared concerns of allocation of resources beyond March 2019 as it affects what the team can accomplish in the limited timeframe. . | |
| 3.0 Consent Agenda | | |
| 3.1 Approval of November 1 minutes | Approval of November 1, 2018 meeting minutes. Denise moved; Alfred seconded; all in favor. | |
| 4.0 Matters Requiring Discussion | | |
| 4.1 Multidisciplinary Clinical Co-Lead Recruitment Update | Megan Conboy has accepted the position of Clinical Co-Lead. Megan is currently working as a part-time Care Coordinator with the South East LHIN - Home and Community Care, Palliative Care Team. Megan will begin with the Network in January. Orientation session to be planned for January as well. She will attend the January Core Steering Committee meeting. | |
| 4.2 RPCN Priority Project Debrief | <p>Ruth provided a review of the projects original intent and the teams' progress to date. Members questioned if there were other issues identified by the Hospice Residence Working Group that would require they continue working and the long term plan. Hilary will work with Maggie to make any further updates to the South East LHIN Hospice Residence guiding document which will be presented to the Steering Committee in March. Other issues identified are out of scope of the project and will be addressed elsewhere.</p> <p>Members requested specification during team presentations that elaborates and describes how the efforts made by each team directly relates to the impact on the patient, and how the patient experience would be improved by the results of the projects. Ruth noted that teams are focused on the impact to the patients, in PDSAs and surveys as an example. Members are supportive of the recommendation to include additional material during team presentations. Suggested to adapt the current Team Progress FY2018-19 Q4report to include area of testing, outcome and change to the patient which will reflect measurable and tangible information aligning with OPCN Priorities. Ruth to discuss with Team Leads. Team Leads to incorporate impact, particularly improvements for patients in the next Priority Team Project Update presentations.</p> | Team Leads to incorporate impact to patients in the next project update presentations. |

South East Regional Palliative Care Network

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| 4.3 Reallocation of Unused Network 2018-19 Funds | <p>Hilary shared a briefing note and provided an overview of the recommendation for the reallocation of unused network 2018-19 funds. Recommendations outlined for review and action. Discussion of the recommendations and the suggested division of surplus funds was questioned. Questions included alignment of the indigenous work to the FNIM direction set by the LHIN and what the additional funding for the EMS LEAP initiative would be used for. Hilary is working with the LHIN planner responsible for FNIM to ensure alignment with the investment related to the indigenous initiative and; the additional time required by the Team Lead associated with accomplishing the EMS training by the end of March was also confirmed thereby providing explanation for both additional investments.</p> <p>Members commented on the process of approving the proposed reallocation of surplus funds and requested more time to review briefing note in future along with the establishment of clear criteria by which to assist in the decision making process. In addition, members suggested that applicants be given a deadline for proposal submissions in future to allow Steering Committee members sufficient time to review and consider the requests and options.</p> <p>Alfred moved, Laurie seconded. All in favour that the SE RPCN Steering Committee accepts the recommendation to approve the following:</p> <ul style="list-style-type: none"> - SE RPCN Website Update: Mini-site of South East Healthline \$5,085.00 - First Nations, Inuit, Métis and Urban Indigenous Engagement \$8,500.00 - Additional Time for Team Lead: Access to 24/7 Care at Home \$5,000.00 - Hospice Volunteer Education Day & Community Presentation \$4407.00 - Kingston Community Education \$5000.00 | |
| 5.0. Wrap-up | | |
| 5.1 Next Meeting | Next Core Steering Committee Meeting: Tuesday, January 29 2018, 2-4:30 pm | Post minutes from November 1 (Stephanie) |