

## Minutes of Meeting

### **Pulmonary Rehabilitation Steering Group Wednesday 8 September 2010 Board Room 2, St John's Hospital**

**Those present:** Christine Candlish, Laura Hunter, Catriona Peacock, Sally Westwick

**Apologies:** Tanweer Ashraf, Jill Adams, Shena Brown

*Cc: Chris Dickson, Jane Dalrymple, Donald Noble*

Item		Action
1.	<b><u>Apologies</u></b> – as above.	
2.	<p><b><u>Actions from previous minutes (11 August)</u></b></p> <p><u>Database</u> Jill will feed back at next meeting.</p> <p><u>Maintenance Classes</u> Update from Shena – Shena had initial discussion with James McCallum (Lead GP) and Chris Dickson (WLL). Jen Johnston (WLC)/Shena will now arrange to meet with CD to explore options (other than Exercise Referral). It has been suggested that perhaps other rehabilitation programmes/self management could be incorporated (e.g. Pulmonary Rehab, Cardiac Rehab. DESMOND, Keep Well). Initial discussion led to idea of continuing links with WLL and exploring models like Easyline (hydraulic fitness equipment). Shena will feed back update at next meeting.</p> <p><u>Physio Mobile Phone</u> Catriona now has a mobile phone.</p> <p><u>Laura's role within Steering group</u> Laura confirmed that she would more than happy to continue her involvement with group and agreed to chair the next few meetings.</p>	<p>JA</p> <p>SB</p>
3.	<p><b><u>Actions (in next 6 weeks)</u></b></p> <p><u>Leaflets/Website</u> Catriona/Christine will send copies of the information currently given to patients following the programme, to Laura. This information will be added to the RESPIRATORY page currently on the WLCHCP site (<a href="http://www.westlothianchcp.org.uk/">http://www.westlothianchcp.org.uk/</a> (search for Respiratory)). If information is</p>	<p>CC/CP/ LH</p>

	<p>already on the site elsewhere a link will be added to enable patients to access it.</p> <p><u>Speaker - Psychology Education talk</u>          Catriona confirmed that between now and December there were 3 sessions which require a psychology representative to present to patients. It was also noted that Chris Harding has confirmed he is leaving his current post. Catriona will contact Chris to obtain a copy of his presentation before he departs. Sally will contact the head of service, Phil Harrison to discuss future talks from Psychology.</p> <p><u>Video Conferencing</u>          Sally has arranged a meeting with Brian Brockie who is planning on setting up demonstration of how video conference could be used within the Pulmonary Rehab services. Sally will feed back at next meeting.</p> <p><u>Patient Letter</u>          Christine will confirm with Tanweer the text has been added to any future letters.</p> <p><u>WLL Instructor accompanying patient to gym</u>          Catriona confirmed this is now happening.</p> <p><u>Pensions/Carers speakers contacted re combining their talks</u>          Catriona also confirmed that both speakers are happy with this suggestion.</p>	<p><b>CP/SW</b></p> <p><b>SW</b></p> <p><b>CC</b></p>
4.	<p><b><u>Action (between August – December 2010)</u></b></p> <p><u>Arrange meeting with speakers</u>          It was decided to use the meeting date on 10<sup>th</sup> November and invite all speakers to attend to have discussion around their thoughts on changing the education session. Laura will send out invite to all speakers involved with the programme.</p> <p><u>Future Education Sessions</u>          Discussion took place as to the options for running future education for Pulmonary Rehab. Patients. Preferred option seemed to be a one day education session (similar to DESMOND diabetes sessions currently being run). Catriona agreed to pilot the idea with current and future rehab patients and will feed back results to group. Options could be 2 x half days sessions or one whole day (probably starting after 10.30am). The venue needs to be discussed further as a room which would hold at least 30 patients would be required. The Napier Education Centre rooms would probably not be big enough. Sally will also investigate cost of hiring Howden Park Centre room?</p> <p><u>Feedback from Patients (Evaluation of Surveys)</u>          Laura handed out information regarding the last 6 months completed patient surveys. A total of 36 patients completed the forms and results were shown in graph form. Some common themes regarding the benefits were highlighted and some quotations from patients were noted. Overall very good outcomes and comments were made by the patients. Laura will circulate information to the rest of the steering group.          At the moment any completed surveys are filed in the patients file. However</p>	<p><b>LH</b></p> <p><b>CP/SW</b></p>

	it was agreed to send any completed surveys to Laura in the future ensuring the date received was noted on the front sheet.	LH/TA
5.	<p><b><u>PR Data for inclusion in 1<sup>st</sup> Steps (Exercise Referral) annual report</u></b></p> <p>Information/stats are required as part of the above report which is due to be submitted to various boards asap. Laura advised group of the figures received from Tanweer which were extracted from the Pulmonary Rehabilitation database. In addition to the stats it was suggested that a short note explaining that the programme is now being re-designed following a recent audit done in Lothian. Advising that in light of the audit the programme will now be running every 6 weeks instead of every 8.</p>	TALH
6.	<p><b><u>Any other Business</u></b></p> <p><u>Cancelling of rehab classes</u> Discussions around the idea of WLL instructors covering the classes when Catriona is on annual leave took place. It was thought this was a good idea and would mean that no classes would have to be cancelled. However some issues were mentioned as follows:</p> <p>Incident Reporting (DATEX) re slips/trips/falls – who would report? Legal responsibilities? Oxygen delivery SATS monitor – at the moment Catriona takes this with her to Bathgate/Broxburn. If WLL instructor is on sickness absence who would contact patients etc to cancel classes?</p> <p>It was suggested that an action plan be drawn up with all the above issues (stating responsibility etc). This could then be worked through to try and resolve before implementing. Christine will draw up an action plan and circulate to group prior to next meeting.</p> <p><u>Film/Video</u> Catriona advised the group that she will be taking part in a short film/video with patients during rehab which is to be used for a conference in October at Howden Park Centre. Catriona will find out what information she is required to obtain with regards consenting of patients to take part.</p>	CC  CP

**Dates of next meetings**

**13<sup>th</sup> October 2010, 8.45 – 10.30 – Ladywell Room, St John's Hospital.**

**10th November 2010 – 8.45 – 10.30 – Board Room 1, St John's Hospital (please note venue change)**

**22nd December 2010 – 8.30am-10am – Conference room, Bathgate Primary Care**