

**Minutes from Pulmonary Rehab meeting  
29 October 2009 – Deans Room, SJHs – 3-4.30pm**

**Those present** : Laura Hunter, Sally Westwick, Shena Brown, Christine Candlish, Anne Chilton (patient representative), Susan Ingham (Community Pharmacist).

**Apologies** : Jill Adams, Catriona Peacock

*Cc: Chris Dickson, Kathleen Thane, Tanweer Ashraf, Donald Noble*

Item		Action
1.	<p><b><u>Welcome to Anne Chilton</u></b></p> <p>Sally introduced Anne and thanked her on behalf of group for volunteering to attend our meetings.</p>	
2.	<p><b><u>Integrated Care Pharmacist (ICP) – Self Management Plans</u></b></p> <p>Susan Ingham informed meeting of her pilot project with 2 WL practices and also work being done in Templar Day Hospital. Susan plans on taking her role forward to include reviewing patients who go through pulmonary rehab. Regarding medications etc.</p> <p>Susan explained that she is working on self management plans. These could/would be used following patients being discharged from rehab as a follow-on. A flowchart was circulated. There is also a leaflet and forms being developed at the moment and if accepted (by GP's and other groups) will be implemented.</p> <p>Sally asked if a brief summary of the ICP role could be prepared which Sally would take to the next EMT</p>	SI/SW
3.	<p><b><u>Database update</u></b></p> <p>Laura updated the group on the issues with lack of information being added to database. At the moment Tanweer adds new referrals etc, however no other information e.g. 3 months/6 months/12 month forms being updated or chased up, due to lack of hours available to do these tasks. It was decided that as this info is vital to the service that extra hours should be made available to allow Tanweer/Catriona to go through and chase up/add info to database.</p> <p>/..</p>	CC

4.	<p><b><u>Donation to P.R.</u></b></p> <p>With the money donated from a previous patients family, the department have been able to purchase 2 SATS monitors &amp; weights (still to be ordered). Sally has formally written to thank the patients family.</p>	
5.	<p><b><u>DNA rates (pie charts)</u></b></p> <p>From the information received from OT – 20% of all Pulmonary Rehab patients did not attend. As the overall AHP is 5.5% this figure was perceived as being fairly high. However it would be helpful if we could have the same figures but for the last 3 months to enable us to monitor the situation. Laura will contact Susan Gachagan to request this.</p> <p>It was noted that the MCN audit would be available around December time and would show how West Lothian was doing compared to rest of Lothian. Info will be fed back once received.</p> <p>Feedback from Catriona – DNA's have decreased recently. Anne suggested that when patients are invited for initial assessment that doing the assessments in groups would help to alleviate any anxiety/fear patients have about doing exercise etc.</p>	LH
6.	<p><b><u>Vulnerability of Physio Post</u></b></p> <p>It was noted that this issue came to light following discussions with Elizabeth Hunter (Physiotherapy Services Manager) at a recent meeting. If/When Catriona is off either on annual leave or sick leave it is difficult to backfill her 18 hour post. Sally/Christine will discuss this issue further.</p>	SW/CC
9.	<p><b><u>Physio Training</u></b></p> <p>It was confirmed that any training/courses which Catriona identifies could be funded by a Pharmaceutical company. Catriona will identify any that are relevant for her PDP.</p>	CP
10.	<p><b><u>Volunteer Support</u></b></p> <p>This issue was raised from previous minutes re OT comments. Catriona has since discussed with Susan Brown (OT Manager) and the matter has now been resolved.</p>	
11.	<p><b><u>MCN feedback</u></b></p> <p>Christine will ask Jill to send Laura latest minutes to circulate round group.</p>	CC/JA/LH
12.	<p><b><u>CRDQ calculator</u></b></p> <p>Christine confirmed this was now rectified.</p> <p>/..</p>	

13.	<p><b><u>MCN Audit</u></b></p> <p>Laura met up with Avril and supplied info required for West Lothian.</p>	
14.	<p><b><u>Any Other Business</u></b></p> <p><u>Long Term Conditions Template</u>  Laura circulated the draft template to the group for info. Shena explained that this template is required to be completed each month for P.R. as part of Long Term Conditions requirements. Most of the information could be extracted from the database (if up-to-date). Sally asked if 'No. of new during the month' on the template referred to newly referred or no. of new who participate in the programme? Laura will ask Craig (IT analyst) and get back to Sally. The updated template would be forwarded onto the Long Term Conditions Collaborative each month.</p> <p><u>Chest, Heart and Stroke</u>  Shena informed the group of the Chest Voices pilot to support patients. Shena will enquire if there are any further dates planned for this event and provide information to Anne (patient rep.)</p> <p><u>Website</u>  It is hoped that as part of the CHCP site a page will be developed which will give respiratory information in West Lothian e.g. current groups, minutes of relevant meetings, leaflets for patients. Laura has meeting arranged to discuss this will council website developer. There is currently an issue with access to a pc to carry this out at the moment but hopefully this will be resolved soon. Update at next meeting.</p> <p><u>Telehealth</u>  Sally explained that this is something the P.R. service may be required to investigate for the future education of COPD patients. For example patients who find transport an issue could receive their education via the Telehealth terminals which would be installed in the patients homes.</p>	<p>LH</p> <p>SB</p> <p>LH</p>
	<p>The next P.R. meeting was due to be held on 2 December, however it was decided to cancel this and book dates for next year. Sally/Christine will still arrange to meet on 2<sup>nd</sup> Dec to discuss their actions from today's meeting.</p> <p><b><u>Dates of Future Meetings</u></b></p> <p>Wednesday 27 January 2010  Wednesday 28 April 2010  Wednesday 25 August 2010  Wednesday 24 November 2010</p> <p>All meetings will be held from 8.45-10.30am in the <b>Ladywell Room</b>, Napier Education Centre, St John's Hospital.</p>	