

## A Local Framework for Delivering Outstanding Palliative & End of Life Care in Lancashire & South Cumbria



## Top Tips For Initial Planning Meeting

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# System Wide Partnership Approach

It's important to establish buy-in from the onset and formulate intent with a communication and engagement plan



Key to engagement is to have system wide agreement including public and those with lived experience



Utilise existing PLACE palliative & end of life care steering group



Consider key people to inform on each Ambition



Administration for IT and supporting the chair & facilitators



Clear communication to the session participants re next steps plan

# Timeframe



Timeframe suggestion is 3 months minimum from planning meeting to completion of self-assessment



Be mindful it can take longer than you think to collect the evidence for your self assessment

# Process Approach



Consider your self-assessment process approach



Several small focus groups working on specific Ambitions

One focus group working on all Ambitions

One focus group split into tables to work on specific Ambitions

A combination to suit PLACE

# Process Approach



The process approach should be decided at PLACE level in consideration of system wide partners availability



Establish governance structure to ensure self assessment is aligned to PLACE strategic plan

# INITIAL PLANNING MEETING

Arrange PLACE planning meeting with Marie Curie facilitator/s & identified PLACE Lead who will be responsible to oversee the self-assessment process and subsequent action planning

At this meeting agree who will lead & chair the self-assessment meeting

Consider the agreed person has time capacity to commit as clinical teams will often have conflicting clinical priorities

Administration support is necessary to coordinate dates/times/venue/IT, ensuring necessary self-assessment resources available at the event & support with collation of evidence

# SELF- ASSESSMENT SESSION

Half day session works best with availability of refreshments & breaks

FACE to FACE works best

Copies of relevant documents for each table  
e.g level descriptors, self-assessment framework guidance

Identified person to chair the session with facilitated and administrative support

Facilitators for each table to keep to time, recording descriptor levels/notes etc

Administration for IT and supporting the chair & facilitators



# **SELF- ASSESSMENT NEXT STEPS**

Clear communication to participants re next steps planning

A smaller meeting with key leads to review and validate final self-assessment content and to agree priorities to inform an improvement plan



# CAPTURING EVIDENCE FOR EACH AMBITION



One to one  
discussions



Focus Groups –  
small / large  
groups



Surveys



Informal events



Formal events



Virtual or Face to  
Face