

PEPA MENTOR CHECKLIST

Before the placement:

- Read through the PEPA Mentoring Guide
- If mentoring an Aboriginal Health Worker, read through the PEPA Mentor's Guidelines for Aboriginal and Torres Strait Islander Health Workers and the PEPA Communication Guidelines
- Read through the appropriate PEPA Learning Guide (discipline specific guides available)
- Start thinking and planning your time and working arrangements for the placement period

At the commencement of the placement:

- Meet the participant upon arrival
- Orient participant to service e.g. policies and procedures relating to occupational health and safety and confidentiality, facilities etc
- Review the participant learning goals
- Identify activities/opportunities to achieve learning goals i.e. ward rounds, hand over, case conferencing, team meetings, family meetings, home visits, in-services etc.
- Prepare a tentative schedule that includes time for participant to observe multidisciplinary approach to care and an opportunity to network with staff from other disciplines.
- Establish regular meeting times and a way for you to be contacted throughout the day
- Invite participant to join staff for meals

During the placement:

- Provide participant with resources and direct to further sources of information as required
- Ensure learning is sensitive to the needs of rural and remote practitioners, Indigenous participants and participants who are from/or primarily service people from Culturally and Linguistically Diverse backgrounds, as applicable
- Model desirable behaviours and attitudes and 'best practice' in palliative care that is preferably evidence-based
- Encourage reflection time, whereby participant can read patient records (as appropriate), policies, pamphlets, PEPA Learning Guide etc.
- Provide participant with opportunity to debrief and review goals at the end of each day
- Provide ongoing feedback as appropriate

On completion of the placement:

- Provide participant with opportunity for final debrief and review of goals
- Discuss their planned workplace activity (must be implemented in their service within three months of completing a PEPA placement)
- Sign off on the participant's supervised clinical placement documentation as appropriate for continuing professional development points
- Encourage participant to retain links with service and team
- Encourage participant to link in with PEPA post placement network