

Program of Experience in the Palliative Approach (PEPA)

Information and Application Kit

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Information & Application Kit 2007 – 2009



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Acknowledgements

Resource Development

The original resources for the Program of Experience in the Palliative Approach were developed in 2003 through the collaboration of the National Coordination Team, PEPA Managers in each jurisdiction, members of the Palliative Care Intergovernmental Forum, and the Australian Government Department of Health and Ageing.

This *Information and Application Kit* has been adapted from the original resources by the National Coordination Team, (Queensland University of Technology), in consultation with PEPA Managers and the Australian Government Department of Health and Ageing.

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INFORMATION AND APPLICATION KIT

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This document may also be downloaded from the Department of Health and Human Services web site at: http://www.dhhs.tas.gov.au/palliative_care/welcome.

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Application and Selection Process

Complete the application forms and send to the PEPA Manager in Tasmania

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Program of Experience in the Palliative Approach (PEPA)

This Information and Application Kit provides important information about the management of the Program of Experience in the Palliative Approach (PEPA). All applicants should read this kit and agree to the conditions before applying for entry into the program.

PEPA aims to:

- Enhance the skills and expertise of health care providers, in providing care for people with a life-limiting illness and their families;
- Support and enhance the skills of health care professionals working collaboratively across the professional boundaries;
- Develop and explore opportunities for health care professionals from a range of areas of practice to gain professional exposure to, and experience in, palliative care; and
- Develop opportunities for increasing the skills and knowledge of health care professionals, in the care of people with a life-limiting illness.

PROGRAM ELIGIBILITY

In Tasmania PEPA provides intensive palliative care workshops and structured 3 – 4 day clinical placements for:

- General Practitioners;
- Registered and Enrolled Nurses;
- Aboriginal and Torres Strait Islander Health Workers;
- Dieticians;
- Occupational Therapists;
- Physiotherapists;
- Social Workers;
- Speech Pathologists; and
- Specialist Palliative Care Professionals.

Applicants must agree to comply with the conditions of the program and meet the following eligibility criteria in order to participate:

- Be currently employed in a health care service that provides services for people with palliative care needs;
- Hold a relevant professional qualification and current registration to practice with the relevant regulatory/professional body as required by legislation in your State/Territory (evidence of formal qualifications and registration to practice is required);
- Have the approval of your employer to participate;
- Obtain mutual recognition of registration to practice from the relevant state/territory regulatory authority prior to undertaking the placement,

(applies if applicant is approved to undertake a placement outside of their usual jurisdiction);

- Provide evidence of relevant insurances to cover the period of the supervised clinical placement as outlined in this kit; and
- Provide evidence that you can meet any other requirements that may be specified by your State/Territory PEPA Manager.

Please note:

Due to the high demand for placements, participation in the program is restricted to once only for all individuals.

Priority is given to eligible applicants in their 'home' jurisdiction. Interstate placements may be considered in special circumstances in accordance with National Policy and Guidelines.

PROGRAM STRUCTURE

The clinical placement program is underpinned by adult learning principles with a focus on experiential and peer-based learning. In order to reinforce learning and provide opportunities for ongoing professional support and development, the program incorporates three key components:

1. A supervised clinical placement and intensive palliative care workshops;
2. Integration of learning into your practice and workplace; and
3. Post-placement support.

At completion of the program, you will be able to:

- Demonstrate a clear understanding of the principles of palliative care;
- Identify the needs of patients with a life-limiting illness and their family;
- Identify the role of your discipline in managing problems faced by patients with a life-limiting illness;
- Identify services and resources to support patients with a life-limiting illness;
- Recognise your own knowledge base and scope of practice with regard to optimal palliative care provision; and
- Identify personal coping strategies to effectively manage the personal issues related to working in this field.

Please note:

Participation in this program aims to enhance your knowledge and skills in the palliative approach to care. It does not constitute a formal qualification nor aim to develop advanced skills in the field.

Component One: Intensive Palliative Care Workshops and Supervised Clinical Placements

The PEPA Tasmania Program will provide 1 or 2 day intensive palliative care workshops for participants prior to the supervised clinical placement. The workshop will provide an overview of palliative care and will be structured to provide participants with an opportunity to:

- use problem based learning to apply the knowledge and skills required in the provision of palliative care;
- develop and apply knowledge and skills relating to symptom control;
- develop an understanding of the benefit and importance of case conferencing and multidisciplinary care planning;
- explore spiritual issues;
- explore ethical issues;
- develop and apply knowledge and skills in communication; and
- develop knowledge and skills in the assessment and management of emergencies in palliative care.

The supervised clinical placement is structured to provide experience in a variety of settings where palliative care is provided. To achieve optimal learning outcomes the supervised clinical placement will, where able, provide experience in:

- inpatient palliative care units, which provide experience in the ongoing management of patients and the role of the multidisciplinary team;
- acute hospital consultancy, which involves experience in the management of patient and family/carer needs during transition from curative to palliative and management of complex acute problems; and
- community practice, which provides experience in management of patient and family/carer needs in the community, and develops knowledge of resources available for care in the home.

The duration of the supervised clinical placement is a minimum of 3 days, and no more than 4 days in total. The placement may be attended as a block of time or on separate days over a period of weeks. This will be negotiated by the PEPA Manager and host site, taking into consideration the information you provide on your application form.

Placements may be undertaken individually or with a group. You can discuss these options with the local PEPA Manager.

Please Note:

You are supernumerary to the staffing establishment of the host site. You must ensure that you act at all times within the scope of practice for your discipline, and your level of skills and experience. You must work closely with your allocated supervisor at all times.

Component Two: Integration of learning into the participant's practice and workplace

In order to reinforce learning and enhance the quality of palliative care provision, all participants are expected to complete the following three post-placement activities:

- Submit a short report detailing your experience of participating in the supervised clinical placement and the impact it has had on your practice, within three months of completion of the placement;
- Implement an activity relevant to your workplace/practice, within three months of completing the supervised clinical placement. Examples of activities that previous participants have undertaken include:
 - Development of new policy
 - Setting up support networks
 - In-service education
 - Resource folders for patients and staff
 - Establishment of a Palliative Care Committee
 - Formal staff education
 - Implementing multi-disciplinary team meetings
- Participate in post-placement support networks and/or activities.

Certificates of participation in PEPA will be issued following evidence of completion of the post-placement activities.

Component Three: Post-placement Support

PEPA aims to improve the networks between the health professionals, and provide ongoing support for participants. Accordingly, participants are encouraged to become involved in the post-placement networks to promote ongoing professional development, support and communication across settings and disciplines.

PROGRAM EVALUATION

PEPA participants, their employers (if applicable), mentors and the host sites are required to participate in PEPA evaluation activities.

The core question underpinning the PEPA evaluation is:

How has PEPA increased your capacity and the capacity of your employing organisation to provide a palliative approach to the care of clients with life-limiting illness?

Participant evaluation

Surveys will be sent to you prior to commencement and three months following completion of the program.

You are also required to submit a brief report of your experience and the impact it has had on your practice/workplace within three months of undertaking the supervised clinical placement.

Host site evaluation

Host sites will receive a survey form on a six monthly basis, for providing feedback about the placements that have occurred during that time.

Employer evaluation

Your employer will receive the evaluation form three months following your supervised clinical placement.

All completed evaluation surveys are to be returned to the PEPA Manager in your State.

CONTINUING PROFESSIONAL DEVELOPMENT POINTS

Participation in PEPA does not lead to a formal qualification or recognition as a 'specialist' in palliative care. However, the program is acknowledged and supported by a number of professional organisations who recognise participation in the program as an important professional development activity. Participating organisations that will provide credit toward continuing professional development are:

- The Royal Australian College of General Practitioners (RACGP) has allocated 40 Category One points in their QA & CPD program for completion of the supervised clinical placement;
- The Australian College of Rural and Remote Medicine (ACRRM) has allocated 2 mandatory points per hour for the supervised clinical placement;
- Royal Australian College of Physicians Fellows will need to apply individually regarding their *Maintenance of Professional Standards* program.
- Royal College of Nursing CNE points will be allocated at one point per hour of education.

In order to have participation in the program recognised the appropriate paperwork for attainment of points is forwarded to successful applicants along with the Learning Guide for the program. Other PEPA participants will need to contact their professional organisations to determine whether participation in the program is recognised.

RESPONSIBILITIES OF STAKEHOLDERS

Responsibilities of the participant

Following acceptance into the PEPA Program it is expected that you will:

- Be familiar and comply with the requirements outlined in this *Information and Application Kit*;
- Prepare for the supervised clinical placement by referring to the educational resources provided and identifying your individual learning needs for the program;
- Actively participate in the supervised clinical placement, and consider how learning can be transferred into your own working environment;

- Be sensitive to the work demands of the mentor;
- Abide by the policies and procedures of the host site;
- Reflect on your experience and critically appraise care provision of patients in their community;
- Undertake a quality improvement activity on return to your own workplace/practice, to promote the transfer of learning from your placement into your own workplace;
- Provide a report to the local PEPA Manager within three months of completion of the program;
- Complete and return all evaluation documents;
- Where appropriate, complete, copy and forward Quality Assurance and Continuing Professional Development/Professional Development Points documents to their local PEPA Manager;
- Notify the PEPA Manager in your State or Territory and comply with host site policy in the event of an injury or illness occurring while on placement; and
- Notify the PEPA Manager in your State or Territory if you are unable to attend your placement for any reason.

Responsibilities of the participant's employer (if applicable)

Your manager/employer is required to:

- Be familiar and comply with the requirements outlined in this *Information and Application Kit*;
- Complete and sign the PEPA application form agreeing to the responsibilities described in this document;
- Agree to provide *Work Cover* insurance for their employees whilst they are participating in this program;
- Support you in undertaking the placement and transferring knowledge on return to the workplace; and
- Complete the evaluation survey and return it to the local PEPA Manager on completion of your supervised clinical placement.

Responsibilities of the host site

The host facility is responsible for:

- Providing mentors who have appropriate clinical experience;
- Ensuring that the participant is supernumerary to the staffing of the service;
- Ensuring that the participant is aware of local policies and procedures relating to safety and security;
- Completing and returning the evaluation survey every six months; and
- Advising the local PEPA Manager of any issues or concerns during the placement.

Responsibilities of the mentor

It is expected that the mentor will:

- Be familiar and comply with the contents of the participant *Learning Guide* and the Information and Application Kit;
- Discuss the participant's individual learning needs and goals at the commencement of the placement, and provide a range of learning opportunities that will assist the participant in meeting these goals;
- Ensure that learning is sensitive to the needs of rural and remote practitioners and consider how the learning can be applied in the participant's workplace;
- Where able, offer a multidisciplinary perspective to the program that addresses the participant's learning needs;
- Discuss with the PEPA Manager opportunities for ongoing support for participants; and
- Sign off the participant's supervised clinical placement documentation.

Responsibilities of the PEPA manager

It is expected that the PEPA manager will:

- Coordinate and implement the PEPA program;
- Resolve any procedural issues that may arise during the course of the program; and
- Ensure the participant is placed in a suitable host facility to meet their learning needs.

MANAGEMENT OF RISKS

It is the responsibility of all stakeholders to be aware of the potential risks associated with the program and to implement appropriate strategies to effectively manage these risks.

Participants attending host sites are supernumerary to the staff of the host site, and must only undertake those activities within the scope of their discipline, skills and experience, while being supervised at the time.

Applicants who do not fulfil the requirements for qualifications, licensing and insurances will not be accepted into the program. Applicants who have a current work cover claim may not be eligible to participate (please contact your local PEPA Manager for more information).

While undertaking a PEPA placement, participants will be exposed to a range of hazards which are normally encountered by health care professionals practicing in palliative care settings. Accordingly, all participants are automatically subject to the Workplace Health and Safety Policies, Procedures and Regulations of the Host Site. All participants are required by law to comply with these policies and procedures at all times.

Measures that participants can take to minimise these risks include (but are not limited to):

- Participate in orientation to the Host Site by you mentor;

- Familiarise yourself with the specific risks and hazards associated with the area to which you have been assigned; and
- Familiarise yourself with the safety policies and procedures of the Host Site.

Public sector participants

Participants employed by the Tasmanian Department of Health and Human Services will have continuation of their workers' compensation insurance when undertaking the PEPA Program.

Private sector participants

Employer and self-employed participants are required to sign and return the declaration which includes items about Workers Compensations Insurance. A copy of the signed declaration will be provided to the Host Site facility. Applications will not be accepted without the signed declaration that Worker's Compensation Insurance is in place and in the case of self-employed/sessional personnel where an appropriate waiver of any right of claim against the Crown is signed.

Insurance

All participants must be insured for the duration of their placement.

FUNDING ARRANGEMENTS

The Australian Government Department of Health and Ageing has provided funding through the National Palliative Care Program to support this program. For more information about the funding available to support your participation in the program, contact the PEPA Manager in your state or territory.

Employers

Employers and General Practices will be reimbursed for some of the costs associated with backfilling staff participating in PEPA.

Participants

PEPA has allocated funds to assist participants to attend a supervised clinical placement. This includes funding towards travel and accommodation costs.

Host Sites

The generosity shown by many Host Sites in accepting clinicians on placement is acknowledged. Host sites will be provided with some funds to support the placements for participants.

Please note: Claims for reimbursement are to be submitted to the PEPA Manager following completion of the program. The PEPA Manager will provide details about this process in the letter of offer. It is essential that you submit all required information within the timeframes specified.