



Program of Experience in the Palliative Approach (PEPA)

Information & Application Kit 2010 – 2011
For Supervised Clinical Placements
Tasmania

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Acknowledgements

Resource Development

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

The *Information and Application Kit* was adapted from the original resources in 2007 by the National Coordination Team (Queensland University of Technology), in consultation with PEPA Managers and representatives from the Australian Government Department of Health and Ageing. This current version of the *Information and Application Kit* was updated in 2010 for use in the PEPA 2010-2011 phase.

August 2010

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INFORMATION AND APPLICATION KIT

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This information and application kit 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.

PROGRAM OBJECTIVES

The overall aim of PEPA is to improve the quality, availability and access to palliative care for people who are dying, and their families, by improving the skills and expertise of health practitioners, and enhancing collaboration between service providers.

The means by which the aim is to be achieved include:

- Building workforce capacity by facilitating clinical experience and other experiential opportunities for health care practitioners across rural, remote and metropolitan settings in the palliative approach to care;
- Enhancing linkages between specialist and generalist palliative care providers;
- Enabling Indigenous health workers and those primarily servicing Culturally and Linguistically Diverse populations to gain culturally appropriate experience in the palliative approach to care; and
- Providing professional skills development opportunities for clinicians.

PARTICIPANT OUTCOMES

Participation in this program aims to enhance a participant's knowledge and skills in the palliative approach to care. At completion of the program, participants will be able to:

- Demonstrate a clear understanding of the principles of palliative care;
- Identify the needs of individuals with a life-limiting illness and their family;
- Identify the role of their discipline in managing issues faced by individuals with a life-limiting illness;
- Identify services and resources to support individuals with a life-limiting illness and their families;
- Recognise their 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.

PROGRAM ELIGIBILITY

PEPA placements are available for:

- Medical Practitioners including but not limited to GPs, GP Registrars, and Senior Medical Officers in rural and remote settings;
- Aboriginal and Torres Strait Islander Health Workers;
- Registered and Enrolled Nurses;
- Residential and Aged Care Workers and Assistants in Nursing;
- Occupational Therapists;
- Physiotherapists;
- Speech Pathologists;
- Social Workers;
- Dieticians

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 where this is required by legislation (evidence of formal qualifications and registration to practice is required);
- Agree to comply with host site occupational health and safety policies;
- Agree to comply with all guidelines regarding immunisation status;
- Have the approval of their employer to participate;
- If applicable, obtain mutual recognition of registration to practice from the relevant state/territory regulatory authority prior to undertaking the placement, (currently applies if applicant is approved to undertake a placement outside of their usual jurisdiction but may not apply in the near future).
- Provide evidence of relevant insurances/work cover 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 at a jurisdictional level.

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 ACTIVITIES

The program is underpinned by evidence-based strategies and culturally relevant, collaborative and sustainable 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 elements:

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

1. Supervised clinical placements

The program incorporates supervised clinical placements and includes a range of pre- and post- placement activities which facilitate preparation for the placement and which promote transfer of learning into the workplace.

1.1 Standard Placements

The supervised clinical placement is organised in each State and Territory by the local PEPA Manager, and is structured to provide experience in a variety of settings where palliative care is provided.

Normally a supervised clinical placement is between 2-5 days duration. Longer placements may be negotiated on an individual basis where justifiable. 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 small group. You can discuss these options with the local PEPA Manager.

You will be allocated a mentor and/or a supervisor in the organisation, with whom you will work closely throughout your placement. Additional resources to guide your learning experience may also be provided by the 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 within your level of skills and experience. You must work closely with your allocated supervisor at all times.

1.2 Reverse PEPA and the Community Outreach Program (COP) for remote Aboriginal and Torres Strait Islander communities in NT

Reverse PEPA placements and COP will entail a specialist palliative care staff member travelling to the applicant's place of employment to facilitate learning. Reverse PEPA placements and COP are negotiated with the PEPA Manager, and may be appropriate where the goal is to improve practice through tailored support or where in-service training can be delivered to multiple staff members. This placement type may be relevant:

- In rural or remote settings;
- Within private practice settings where general practitioner backfill of staff is limited;
- In Aboriginal community settings
- Within residential aged care settings.

2. Pre- and Post- Placement Activities

Pre-placement preparation will assist you to identify appropriate learning objectives, as such it is requested that you complete any preparatory learning activities as directed by your PEPA Manager.

In order to reinforce learning and enhance the quality of palliative care provision, all participants are expected to implement relevant activities to promote transfer of learning into your workplace/practice. This activity needs to:

- Be implemented within three months of completion of the placement;
- Support ongoing learning.

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

PEPA aims to improve the networks between the health providers, and provide ongoing support for participants. Accordingly, you 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?

1. Participant evaluation

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

2. 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.

3. 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.

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.

*Please note that the professional development points allocated are subject to change without notice and may increase or decrease as considered appropriate by the professional organisations involved.

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 within your own workplace/practice within three months of completing your placement, to promote the transfer of learning from your placement into your own workplace;
- 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;
- Agree to provide professional indemnity 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 teaching 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;
- Be familiar with the contents of the PEPA for Aboriginal and Torres Strait Islander Health Workers Mentor Guidelines and Communications Guidelines;
- Meet with the participant on the first day of the supervised clinical placement to discuss the participant's individual learning needs and goals, and develop a mutually agreed learning plan that will assist the participant in meeting these goals;
- Provide a range of learning opportunities that will assist the participant in meeting their learning goals and to regularly discuss the participant's progress against the learning 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;
- Help orient the participant, to point out resources, to demonstrate best practice, and to provide feedback;
- Discuss placement experiences, issues or any concerns that may arise;

- Discuss with the PEPA Manager opportunities for ongoing support for participants; and
- Sign off the participant's supervised clinical placement documentation as appropriate for allocation of continuing professional development points.

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;
- 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; and
- Recognise that if you are unwell during your time on placement it is your responsibility to raise this with your supervisor and cease work if either a patient(s) or your own health may be compromised.

Insurance

All participants must be insured for the duration of their placement. For self-employed applicants and employed applicants, medical indemnity/ medical defence insurance and Work Cover must be current and cover you throughout your placement period.

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.