

# Placement Participant Information Guide for PEPA Victoria 2020-2023



**PEPA** Program of Experience in the Palliative Approach

**PEPA** Indigenous Program of Experience in the Palliative Approach



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## Acknowledgements

### Resource Development

This *Placement Participant Information Guide for* was adapted from resources developed in previous phases of PEPA by the National Coordination Team at QUT, in consultation with PEPA Managers and representatives from the Australian Government Department of Health. This current version was updated in August 2020 for use in the PEPA 2020-2023 phase.

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## **PEPA 2020-2023 INFORMATION GUIDE FOR PLACEMENT PARTICIPANTS**

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This *Information Guide for Placement Participants* may be downloaded from the PEPA web site at: [www.pepaeducation.com](http://www.pepaeducation.com).



## Application Process

This *Placement Participants Information Guide* provides important information about the clinical placement process the Program of Experience in the Palliative Approach (PEPA) offers.

All PEPA placement applicants should read this guide in its entirety and agree to the conditions **before applying for entry into the program.**

Application forms are available online at: [www.pepaeducation.com](http://www.pepaeducation.com). Please submit your completed application to the PEPA Manager in your state or territory.

## Contact Details for the PEPA Manager in Victoria

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<b>Table of Contents</b>	
<b>ACKNOWLEDGEMENTS</b>	<b>3</b>
<b>APPLICATION PROCESS</b>	<b>4</b>
CONTACT DETAILS FOR THE PEPA MANAGER IN VICTORIA	4
<b>TABLE OF CONTENTS</b>	<b>5</b>
<b>THE PROGRAM OF EXPERIENCE IN THE PALLIATIVE APPROACH (PEPA)</b>	<b>6</b>
1.1 PROGRAM HISTORY:	6
1.2 PROGRAM OBJECTIVES:	6
1.3 PROGRAM DELIVERY OF EDUCATION AND TRAINING	6
1.4 PARTICIPANT OUTCOMES	6
1.5 SERVICE AND SYSTEM LEVEL OUTCOMES	7
<b>PROGRAM ELIGIBILITY</b>	<b>7</b>
2.1 DISCIPLINE BACKGROUND	7
2.2 CONDITIONS	9
<b>PROGRAM ACTIVITIES</b>	<b>9</b>
3.1 STANDARD PEPA PLACEMENTS	9
3.2 REVERSE PEPA PLACEMENTS	10
<b>RESPONSIBILITIES OF STAKEHOLDERS</b>	<b>11</b>
4.1 YOUR RESPONSIBILITIES AS A PARTICIPANT	11
4.2 RESPONSIBILITIES OF YOUR EMPLOYER (IF APPLICABLE)	12
4.3 RESPONSIBILITIES OF YOUR HOST SITE	12
4.4 RESPONSIBILITIES OF YOUR MENTOR/SUPERVISOR	12
4.5 RESPONSIBILITIES OF YOUR PEPA MANAGER	13
<b>MANAGEMENT OF RISKS</b>	<b>13</b>
5.1 RISK IDENTIFICATION AND RISK MANAGEMENT	13
5.2 INSURANCE	13
<b>FUNDING ARRANGEMENTS</b>	<b>14</b>
6.1 PARTICIPANTS	14
6.2 EMPLOYERS	14
6.3 HOST SITES	14
<b>CONTINUING PROFESSIONAL DEVELOPMENT (CPD)</b>	<b>14</b>
<b>PROGRAM EVALUATION</b>	<b>15</b>
8.1 PARTICIPANT EVALUATION	15
8.2 HOST SITE EVALUATION	15
8.3 EMPLOYER EVALUATION	15
<b>APPENDIX</b>	<b>16</b>



## The Program of Experience in the Palliative Approach (PEPA)

### 1.1 Program History:

The Federal Department of Health funds a range of national palliative care projects. In 2020-2023 this includes a Palliative Care Education and Training Collaborative. The Collaborative comprises both the Program of Experience in the Palliative Approach (PEPA and IPEPA) and the Palliative Care Curriculum for Undergraduates (PCC4U) projects. The program aims to build the capability and capacity of the health workforce to provide quality palliative care to all Australians.

IPEPA is a recent development within the PEPA program. This was created in response to feedback regarding barriers for Aboriginal and/or Torres Strait Islander people's access to palliative care across Australia.

IPEPA focusses on an Indigenous Program of Experience in the Palliative Approach. IPEPA works with Aboriginal and/or Torres Strait Islander peoples in their communities to provide greater support and understanding of palliative care needs.

IPEPA is supported by a National Indigenous PEPA manager, and a team of Aboriginal and Torres Strait Islander Project Officers and Consultants from communities across Australia.

### 1.2 Program Objectives:

PEPA aims to enhance the quality of palliative care services in all health sectors, increasing support for people who are dying, their families and carers.

### 1.3 Program Delivery of Education and Training

Through PEPA, health professionals can access a range of development opportunities. This includes clinical placements in specialist palliative care services and interactive workshops. These are delivered face-to-face or online.

#### The aims of the program include:

- Building workforce capacity by facilitating palliative care clinical experience and other experiential opportunities for health professionals across rural, remote and metropolitan healthcare settings.
- Enhancing the health network by providing links between specialist palliative care providers and other health professionals.
- Enabling Aboriginal and Torres Strait Islander health professionals to gain culturally appropriate experience in the palliative approach.
- Providing professional development opportunities for clinicians.

### 1.4 Participant Outcomes

This program aims to enhance your **knowledge, skills and confidence** in the palliative approach to care.

#### On completion of the program, you should be able to:

- Understand the principles of palliative care.
- Appreciate dying and death as a normal part of life.
- Demonstrate awareness of the benefits of timely and appropriate access to palliative care.



- Demonstrate awareness and understanding of culturally appropriate palliative care.
- Recognise the needs of people with a life-limiting illness and their family. This includes care preferences, psychosocial, spiritual and bereavement support.
- Understand the role of your discipline in managing issues faced by people living with a life-limiting illness.
- Identify services and resources to support people living with a life-limiting illness, and their families.
- Understand your own knowledge base and scope of practice regarding optimal palliative care provision.
- Identify strategies to effectively manage personal issues related to working with people with life-limiting illness.

## 1.5 Service and System Level Outcomes

At the service and system level, your participation should result in:

- Improvement of your skills and confidence of to work with people with life-limiting illnesses and/or palliative care needs.
- Strengthened links between specialist palliative care providers and other health professionals.

### **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.***

## Program Eligibility

During a PEPA placement, you are likely to encounter patients who may experience physical and/or emotional distress. Before applying to undertake a PEPA placement, we encourage you to consider your own personal circumstances. This includes recent bereavement and/or illness. Working with people with a life-limiting illness may complicate or delay personal grieving responses and healing.

### 2.1 Discipline background

Placements in the PEPA program are available for health professionals employed in acute, sub-acute, aged care, primary and community health services, who provide end-of-life care.

Applications are welcome from professionals in metropolitan, regional and remote locations across Australia. This includes, but not limited to:

#### **Aboriginal health and community professionals:**

- Aboriginal and Torres Strait Islander health professionals and health workers
- Aboriginal and Torres Strait Islander liaison officers
- Aboriginal and Torres Strait Islander community workers

#### **Medical practitioners**, including but not limited to:

- General practitioners
- Registrars
- Medical practitioners in rural and remote settings
- Medical specialists (other than specialist palliative care)



**Nurses:**

Registered nurses including but not limited to:

- General registered nurses
- Clinical Nurse Specialists
- Clinical Nurse Consultants
- Midwives
- Nurse Practitioners
- Endorsed/Enrolled nurses

**Allied health professionals:**

- Physiotherapists
- Occupational therapists
- Speech pathologists
- Social workers
- Psychologists
- Dieticians
- Pharmacists
- Bereavement counsellors/coordinators
- Chaplains
- Pastoral care workers
- Ambulance officers/paramedics

**Aged care:**

- Residential aged care workers including Extended Aged Care in the Home (EACH) and Community Aged Care Package (CACP) workers
- Assistants in nursing
- Endorsed/Enrolled nurses (as above)
- Registered nurses (as above)
- Community care workers:
- Personal care attendants

**Disability workers** including but not limited to:

- Direct Care Workers
- Disability Support Workers
- Lifestyle Support Workers
- Personal Care Assistants

**Health professionals servicing culturally and linguistically diverse (CALD) populations:**

- Migrant and CALD liaison officers
- Interpreters who work in healthcare settings

*PEPA gives priority to eligible applicants in their 'home' jurisdiction. We may consider interstate placements in special circumstances. The National Coordination Team's policies and guidelines will inform this decision.*

**Not on the list above?** You may be eligible to take part in this program if the purpose or likely outcomes are consistent with the program aims. You will need approval in writing by the National PEPA team. Speak to your state/territory PEPA manager for more information.





## 2.2 Conditions

**To participate in the PEPA/IPEPA program, you must comply with the following conditions:**

- You must be currently employed (including self-employed) in a health, aged or community service that provides services for people with life limiting illness.
- You must hold a relevant professional qualification and current registration to practice with your relevant regulatory/professional body. Evidence of formal eligibility to practice is required.
- You must comply with all host site policies. These include but are not limited to: confidentiality, immunisation requirements and workplace health and safety policies.
- You must have the approval of your employer (if not self-employed).
- If applicable, you must obtain mutual recognition of registration to practice from the relevant state/territory regulatory authority **prior** to undertaking the placement. This applies if you are approved to undertake a placement outside of your usual jurisdiction, but you do not work in a discipline governed by the Australian Health Practitioner Regulation Agency.
- You must be able to provide evidence of relevant insurances/WorkCover, as outlined in Section 9.2 of this Information Guide. This is to cover the period of the supervised clinical placement.
- You may need to obtain a *Working with Children* check or other appropriate authority. This is required by state/territory legislation and local institutional policies if undertaking placements that may involve interactions with children.
- You must have a 'criminal history check' prior to taking part in a placement.
- Meet any other program requirements specified by the relevant state/territory PEPA Manager.

PEPA/IPEPA takes the integrity and safety of all program participants seriously. **Failure to comply with the above conditions may cause your exclusion or removal from the program.** If you have concerns regarding these conditions, please speak with your state/territory PEPA manager.

## Program Activities

PEPA is underpinned by evidence-based educational strategies. We promote culturally appropriate, collaborative and sustainable principles in palliative care. Our program focuses on experiential and peer-based learning. We encourage you to share what you learn in the program within your workplace.

The following section will outline the activities you will be involved in as a participant of the program.

### 3.1 Standard PEPA Placements

Your PEPA state/territory manager will organise a supervised clinical placement on your behalf at a host site. We structure this placement to provide you with experience in a variety of settings where palliative care is provided.

A supervised clinical placement is typically 2-4 days. You may attend your placement as a single block of time, or on separate days over a period of weeks. This will be negotiated by your state/territory PEPA Manager and the host site, taking into consideration the information you provide on your application.



Placements may be undertaken individually or with a small group. You can discuss these options with your state/territory PEPA Manager.

***Placements are observational. As a participant of the program, you are additional to the normal staffing.***

We will allocate you a PEPA mentor and/or a supervisor within the host organisation. You will work with your mentor/supervisor throughout your placement. Your state/territory PEPA manager may provide additional resources to guide your learning experience.

On the completion of your placement we require you to submit three forms regarding your learning to your state/territory PEPA Manager. More information regarding this can be found in section 5.3 below.

### **3.2 Reverse PEPA Placements**

A reverse PEPA placement involves a specialist palliative care health professional attending your place of employment to facilitate in-house learning. Reverse PEPA placements are negotiated with the state/territory PEPA Manager and a senior member of the organisation. This placement offers a program tailored to the organisation's needs and learning opportunities. They are usually arranged for multiple staff members. A Reverse PEPA placement is between 2-4 days duration.

**This placement type may be relevant for:**

- Rural or remote settings.
- Aboriginal/ Torres Strait Islander community settings.
- Residential aged care settings.

### **3.3 Pre- and Post- Placement Activities**

Pre-placement preparation will assist you to identify your appropriate learning objectives. It is essential for you to complete any preparatory learning activities as directed by your state/territory PEPA Manager and/or PEPA mentor.

**Pre-placement preparation will involve a commitment of approximately 2-3 hours.**

**This includes:**

- Completing your application.
- Familiarising yourself with placement information sent to you by your state/territory PEPA Manager and/or PEPA mentor.
- Completion of a PEPA pre-placement evaluation survey.
- Setting learning objectives and completing any other suggested activities.
- Reading your relevant learning guide and any additional documents provided.
- Thinking about how you might disseminate information to colleagues after your placement.

**Upon completion of the program we expect you to:**

- Review the program and your personal objectives. Reflect on the extent to which they were achieved.
- Implement a project or quality activity within **three months** of completion of the placement that promotes transfer of learning into your workplace or practice.



- Submit 3 forms and a survey relating to your learning to your state/territory PEPA Manager:

Form	Evidence	Date Due
1.	A record of attendance signed by your PEPA supervisor.	Within <b>two weeks</b> of placement completion.
2.	Reflection of learning, and achievement of placement objectives.	Within <b>two weeks</b> of placement completion.
3.	Workplace activity report.	Within <b>three months</b> of placement completion.
	<b>Online</b> PEPA post-placement evaluation survey	<b>Three months</b> after placement completion

- Once you have implemented the workplace project or quality activity, submit your workplace activity report (Form 3) to the state/territory PEPA Manager for uploading (**with permission**) to the PEPA post placement community of practice hub. Find out more about the hub by visiting <https://pepaeducation.com/>

These activities reinforce your learning. Completion of these activities will enhance the quality of your palliative care provision. *They are a requirement of PEPA placement experience.*

**Certificates of Completion for PEPA placement will be issued to participants once the workplace activity report (Form 3) has been received by the PEPA Manager, and the online evaluation is complete. This can be used as evidence of continuing professional development.**

Individual PEPA states and territories may issue Records of Participation for other aspects of your PEPA placement learning experience. Ask your PEPA manager for more information.

PEPA aims to improve networks between health providers and provide ongoing support for all participants. We encourage you to become involved in your state's post-placement networks to promote ongoing professional development, support and communication across settings and disciplines.

### Want to learn more?

From time to time a range of post-placement activities will be available. These opportunities will extend your learning beyond the PEPA program. To get the most out of your learning, we recommend that you are involved in at least one post-placement support activity. Your state/territory PEPA Manager will contact you about these opportunities when they arise.

## Responsibilities of Stakeholders

### 4.1 Your responsibilities as a participant

Following acceptance into PEPA, we expect that you will:

- Be familiar with and comply with the requirements outlined in this guide. The *PEPA 2020-2023 Information Guide for Placement Participants* is a useful resource for you throughout your placement.
- Be familiar with the details listed on your application.
- Prepare for your clinical placement by referring to the resources provided.



- Identify your individual learning needs for the program.
- Notify the PEPA Manager in your state or territory immediately if you cannot attend your placement for any reason.
- Attend the placement as an observer and work with your allocated supervisor at all times.
- Notify the PEPA Manager in your state or territory and comply with your host site's policies in the event of an injury or illness occurring while on placement.
- Be sensitive to the work demands of the mentor and/or supervisor.
- Abide by the policies and procedures of the host site.
- Reflect on your experience and evaluate care provision of people with life limiting illnesses in your work environment.
- Undertake a quality improvement activity in your own workplace/practice within three months of completing your placement.
- Complete all evaluation surveys
- Where appropriate, complete, copy and forward Quality Assurance and Continuing Professional Development/Professional Development Points documents to your professional body.

#### **4.2 Responsibilities of your employer (if applicable)**

Your manager/employer is required to:

- Be familiar with and comply with the requirements outlined in this *Information Guide* and the application.
- Complete and sign the PEPA Manager Declaration Form agreeing to the responsibilities described in this document.
- Agree to provide *WorkCover* insurance for you whilst you are participating in this program.
- Agree to provide professional indemnity insurance for you whilst they are participating in this program.
- Support you in undertaking the placement and transferring knowledge on return to the workplace.
- Complete the employer evaluation survey sent from PEPA National office.

#### **4.3 Responsibilities of your host site**

The host facility is responsible for:

- Ensuring there is a single person responsible to administrate arrangements.
- Ensuring that mentors/supervisors are aware of the dates they have been assigned a participant.
- Providing mentors/supervisors who have appropriate clinical teaching experience.
- Ensuring that you are additional to the staffing of the facility.
- Ensuring that you are aware of local policies and procedures relating to safety and security.
- Advising the state/territory PEPA Manager of any issues or concerns during the placement.
- Complete the host site evaluation survey every six months.

#### **4.4 Responsibilities of your mentor/supervisor**

We expect that your mentor/supervisor will:

- Be familiar and comply with the contents of this information guide.
- Support your learning objectives.
- Have completed the PEPA online mentoring modules (inclusive of Aboriginal and Torres Strait Islander culturally responsive mentoring module).
- Comply with the contents of the PEPA Mentoring Guide 2020, and the appropriate PEPA Learning Guide for participants.



- Provide culturally responsive mentoring practices.
- Plan their time and working arrangements for the placement period, including whether they need to delegate some responsibility to colleagues intermittently or for the duration of the placement.
- Model desirable behaviours and attitudes and incorporate features of a 'best practice' PEPA placement as outlined in the PEPA Mentoring Guide 2020.
- Provide feedback and discuss placement experiences, issues or any concerns that may arise with the state/territory PEPA Manger.
- Provide an opportunity for you to discuss your planned post-placement workplace activity.
- Sign off on your supervised clinical placement documentation as appropriate.
- Access the PEPA website post-placement community of practice page and review post placement activities, leaving feedback where appropriate.

#### **4.5 Responsibilities of your PEPA manager**

We expect that your state/territory PEPA manager will:

- Coordinate the PEPA placement between your employer, you and the host site.
- Support you to complete all required placement application requirements.
- Place you in a suitable organisation to meet your learning needs in a culturally responsive manner.
- Resolve any procedural issues that may arise during the program.
- Assist where appropriate with your placement workplace activity.

### **Management of Risks**

#### **5.1 Risk identification and risk management**

While undertaking a PEPA placement, you may be exposed to a range of hazards encountered by health care professionals practicing in palliative care settings. For your protection, you are subject to the standard Workplace Health and Safety Policies, Procedures and Regulations of the Host Site and their employing organisation. You are required to comply with these policies and procedures at all times.

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

Placements are observational. As a participant you are additional to the staffing establishment of the host site.

Measures that you can take to minimise risk include (but are not limited to):

- Taking part in orientation to the host site.
- Familiarising yourself with the specific risks and hazards associated with the area your mentor has assigned you.
- Ensuring you understand the safety policies and procedures of the host site.
- Work with your allocated supervisor/s at all times.
- 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.

#### **5.2 Insurance**

You must be insured for the duration of your placement. For both self-employed applicants and employed applicants, medical indemnity/ medical defence insurance



and WorkCover must be current and sufficient to cover you throughout your placement period.

If you do not fulfil the requirements for qualifications, licensing and insurances **we cannot accept you into the program**. If you have a current WorkCover claim, you may not be eligible to participate (please contact your state/territory PEPA Manager for more information).

## **Funding Arrangements**

The Australian Government Department of Health 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.**

### **6.1 Participants**

PEPA may have funds to support you to attend a supervised clinical placement if you are from rural or remote communities or self-employed. This may include **some** funding towards travel and accommodation costs.

### **6.2 Employers**

Employers may be reimbursed for **some** costs associated with supporting your professional development to participate in the PEPA program.

### **6.3 Host Sites**

We acknowledge the generosity shown by many host sites in accepting clinicians on placement. PEPA will provide host sites with **some** funds to support PEPA placements where possible.

## **Continuing Professional Development (CPD)**

Your participation in PEPA is not a formal qualification and will not provide recognition of you as a 'specialist' in palliative care. However, this program is supported by several professional organisations who recognise participation in the program as an important professional development activity.

It is your responsibility to keep a record of your CPD and report this to your professional organisation, as required for registration.

Certificates of attendance indicating the hours of educational experience (placements or workshops) will be provided to you following completion of all post-placement activities and reports.

Information regarding organisations who recognise the PEPA program can be found in the appendix of this information guide. Professional development points allocated are subject to change without notice and may increase or decrease as considered appropriate by the professional associations involved.

To find out more about the process for claiming professional development points, please visit our website: [www.pepaeducation.com](http://www.pepaeducation.com) and click on the icon for your discipline. Participants from other professional associations will need to contact their organisation to determine whether they recognise participation in the program.



## Program Evaluation

PEPA participants, their employers (if applicable) and either a mentor or host site manager are required to take part in PEPA evaluation activities.

**These are the core questions underpinning the PEPA evaluation:**

- *How has PEPA increased your capability to provide a palliative approach to people living with life-limiting illness?*
- *How has PEPA impacted the capacity of your employing organisation to provide a palliative approach to people living with life-limiting illness?*

### 8.1 Participant evaluation

Surveys will be sent to you for completion via email. These will be sent prior to program commencement and three months following completion of your placement.

### 8.2 Host site evaluation

Host sites will receive a survey via email on a six-monthly basis. This is an opportunity for feedback regarding placements during that time. We encourage all host sites to complete their evaluation to ensure the program's benefit for all parties. Completion and return of the evaluation survey is the responsibility of the delegated program manager from the host site.

### 8.3 Employer evaluation

Your employer will receive a survey via email three months after the completion of your supervised clinical placement.



## Appendix

The following appendices provide additional information and links to resources you may find helpful in the course of your PEPA/IPEPA placement.

**3.3** – PEPA post practice community-hub information can be found here:

<https://pepaeducation.com/>.

**3.3** – Looking to stay up to date with PEPA opportunities? Sign up here:

<https://pepaeducation.com/pepa-mentors/> to keep up to date with all PEPA news and events.

**4.2** – Curious about your WorkCover insurance entitlements? Visit:

<https://www.worksafe.vic.gov.au/insurance> to find out more.

**4.4** – Find out more about the PEPA mentors by visiting:

<https://pepaeducation.com/pepa-mentors/>

### 7. CPD points:

Organisations who recognise the PEPA program and offer continuing professional development points are as follows:

- **The Royal Australian College of General Practitioners (RACGP)** – Eligible RACGP members who undertake a PEPA placement of at least 10 hours may be eligible for 40 x Category 1 points. If you can demonstrate that you have implemented a system improvement/transfer of learning as part of your PEPA post placement workplace activities then you may be eligible for an additional 40 x Category 1 points.
- **The Australian College of Rural and Remote Medicine (ACRRM)** – ACRRM will allocate 30 ACRRM professional development points to GPs who have ACRRM membership and undertake a PEPA supervised clinical placement at a specialist palliative care service for a minimum of 15 hours. GPs with ACRRM membership are welcome to apply for additional CPD points for any pre- and post-placement activities undertaken in conjunction with their PEPA placement.
- **AHPRA Australian Health Practitioner Regulation Agency** – Annual registration with AHPRA for health professionals requires individual participation in continuing professional development to meet requirements of each National Board.

### Please note:

Professional development points allocated are subject to change without notice and may increase or decrease as considered appropriate by the professional associations involved.

