

Mentor Checklist

Before the placement:

- Read through the PEPA Mentoring Guide
- If mentoring an Aboriginal and/or Torres Strait Islander health professional, 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 (profession-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 on arrival
- Orient participant to service eg, 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 eg, ward rounds, handover, 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, Aboriginal and/or Torres Strait Islander 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 evidence-based
- Encourage reflection time, whereby participant can read patient records (as appropriate), policies, pamphlets, PEPA Learning Guide etc.
- Provide participant with an 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

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- Encourage participant to retain network links with service and team F Encourage participant to link in with the PEPA post placement network at <https://pepaeducation.com/>

After placement:

- Reflect on the Placement. As a mentor were you effective? What would you do differently next time?
- Go online to the PEPA Community of Practice at <https://pepaeducation.com/> and leave a comment on PEPA participants post placement activities to support generalist palliative care service delivery for the future.
- Continue to practice Self Care to support your ability to be a PEPA Mentor We remind you that everyone can read and use your comments. You do not have the possibility to erase your own comments.

Thank you for supporting the future palliative care workforce. If you have any questions about mentoring please contact PEPA National at pepa@qut.edu.au