

REVERSE PEPA PLACEMENT: Facility Manager and Participant APPLICATION FORM
 South Australia

Instructions

Step 1: Facility manager applying to have a reverse PEPA placement at their work place must read the Reverse PEPA Placement Overview and complete this form.

Step 2: Participants will be setup with logins for the online application.

Once application form is completed return to PEPA manager:

John McMahon – 08 8271 1643 – All forms to be emailed to pallcare@pallcare.asn.au

Reverse PEPA Placement Overview

Reverse PEPA placements offer the opportunity to integrate learning in the workplace, establish networks of support and educate health care staff about the palliative approach to care. The reverse PEPA placement learning experience will help the staff in the participating workplace to:

- Gain a clearer understanding of the principles of good palliative care
- Identify the needs of their clients/residents with life-limiting conditions
- Understand the role of various disciplines in managing common problems faced by people with life-limiting conditions
- Recognise their own knowledge base/scope of practice in regard to optimal palliative care provision
- Identify personal coping strategies for effective management of personal issues related to working in this area.

Reverse PEPA placements involve a Palliative Care Specialist mentor (PCS mentor) spending up to 4 days at a facility working with a maximum of 4 nominated staff (participants). The mentor may provide palliative care educational sessions, one-to-one mentoring, discuss cases, discuss medication, and review procedures and policy documentation relevant to palliative care.

A representative (facility, health service or practice manager) from the site to host the reverse PEPA placement is required to submit this application on behalf of their workplace. Nominated staff (participants) who will attend a reverse PEPA placement must also complete a section on this application form. The PEPA manager in the relevant State/Territory will then liaise with the facility, health service or practice manager and the PCS mentor to confirm the learning goals of the placement and suitable dates.

Please Note: On completion of the reverse PEPA placement it is a requirement that all participants implement a quality improvement activity within their workplace within 4-6 weeks. This may be undertaken as a group activity with other PEPA participants.

Examples of activities that previous participants have undertaken include:

- Development of new policy
- Development or introduction of new patient assessment tools
- Setting up support networks
- In-service education
- Provision of resource folders for patients and staff
- Establishment of a Palliative Care Committee

PEPA MANAGER USE ONLY

Form Version: National Template Final

Date Received _____ Approved ____/____/_____
 ____/____/_____

PEPA Manager

Date Notified _____
 ____/____/_____

Facility Manager's Name

Placement Dates _____ to ____/____/_____
 ____/____/_____

PCS Mentor's Name

**PROGRAM OF EXPERIENCE IN THE PALLIATIVE APPROACH
REVERSE PEPA – Facility and Participant APPLICATION FORM**

September 2017

- Provision of formal staff education
- Introduction of multi-disciplinary team meetings.

Facility manager must complete following section

Privacy & Confidentiality - facility manager to complete

All information provided by you in this application will be kept private and confidential. This information will only be used for the purposes of:

- Assessing the eligibility of your workplace to be a facility for the program
- Allocation of clinical placements
- Follow-up and post-placement support
- Program evaluation

For these purposes, your details and program report may be forwarded to the QUT PEPA national team

Please tick

- I understand and agree to the information I have provided to be used for the above purposes.
- I consent to my name and contact details being forwarded to the relevant person for post-placement support activities.
- I consent to my name and contact details being forwarded to the QUT PEPA national team for program evaluation.

Facility Details – facility manager to complete

Name of facility: _____

Address of facility: _____

Postal address of facility: _____

Facility manager's details:

Title: Mr Mrs Ms Dr Other _____

Surname: _____

Given Name(s): _____

Position: _____

Phone number: _____

Email address: _____

Placement Preferences – facility manager to complete

Q1. What are the preferred dates/times for the reverse PEPA placement?

Q2. Are there any dates/times that would NOT be available for reverse PEPA placement?

Q3. Reverse PEPA placements generally run for up to 4 consecutive days. Each participant must be supernumerary for at least 2-3 of these days to work with the PCS mentor. Refer to information guide for information about paid backfill for these days. Will participants be available for these days? Yes _____ No _____

Learning Goals – facility manager to complete

