



PEPA 2017 – 2020 Information guide for placement participants

**Victorian edition
2018**

PEPA 2018
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Version number	Date	Changes
National template v1	16 June 2015	Developed for PEPA 2015-17
Version 3	27 April 2016	Victorian update
Version 4	29 August 2016	Victorian address update
Version 5	4 April 2017	Section 9.2
Version 6	7 Dec 2017	Victorian update
Version 7	21 Dec 2017	Victorian update
Version 8	12 Jan 2018	Victorian update
Version 9	18 Jan 2018	Victorian update

Acknowledgements

Resource development

This *Information guide for placement participants* was adapted from resources developed in previous phases of PEPA by the National Coordination Team at Queensland University of Technology (QUT) in consultation with PEPA managers and representatives from the Australian Government Department of Health. This current version was updated in January 2018 for use in the PEPA 2018 phase.

This project is funded by the Australian Government Department of Health through the Palliative Care Education and Training Collaborative.

PEPA 2018 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

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Application process

This *Information guide for placement participants* provides important information about the management of the Program of Experience in the Palliative Approach (PEPA). All applicants should read this guide in its entirety and agree to the conditions before applying for entry into the program.

The application form is attached at the end of this document, or are available online at www.pepavic.org.au

Completed forms should be submitted to the PEPA Victoria manager.

Contact details for the Victorian PEPA manager:

Tracey Mander
Centre for Palliative Care
104 Studley Park Road
Kew VIC 3101
T: 9231 5657
E: pepa@svha.org.au

Program of Experience in the Palliative Approach (PEPA)

1 PROGRAM OBJECTIVES

The Australian Government funds a range of national palliative care projects to enhance the quality of palliative care service delivery and increase support for people who are dying, their families and carers.

In 2017-20, the Department of Health has provided funding for a Palliative Care Education and Training Collaborative, which incorporates the Program of Experience in the Palliative Approach (PEPA) and the Palliative Care Curriculum for Undergraduates (PCC4U) projects.

The collaborative takes a whole-of-workforce approach to building the capability and capacity of the health workforce to provide quality palliative care to all Australians. It takes a strategic approach to health workforce education and training by aligning project activities to the Palliative Care Workforce Development Pathway, which was developed through the PCC4U project.

PEPA focuses on:

Delivery of education and training programs: *the Program of Experience in the Palliative Approach (PEPA)* aims to enhance the capacity of health professionals across primary, secondary and tertiary settings to deliver a palliative care approach. PEPA offers health professionals the opportunity to participate in clinical placements at specialist palliative care services or interactive workshops.

PEPA is:

- building workforce capacity by facilitating clinical experience and other experiential opportunities in the palliative approach to care for health practitioners across rural, remote and metropolitan settings
- enhancing linkages between non-palliative care health practitioners and specialist palliative care providers
- enabling Aboriginal and Torres Strait Islander health care providers to gain culturally appropriate experience in the palliative approach to care
- providing clinicians with professional skills development opportunities

2 PARTICIPANT OUTCOMES

After participating in PEPA, health professionals should be able to demonstrate:

- an increased appreciation of dying and death as a normal part of the life continuum
- an increased awareness of the scope and benefits of timely and appropriate access to palliative care services
- an increased awareness and understanding of culturally-appropriate palliative care provision
- a clear understanding of the principles of palliative care
- an ability to identify the needs of individuals with a life-limiting illness and their family, including care preferences, spiritual requirements and bereavement expression
- an ability to identify the role of their discipline in managing issues faced by individuals with a life-limiting illness
- an ability to identify services and resources to support individuals with a life-limiting illness and their families
- an ability to recognise their own knowledge base and scope of practice with regard to optimal palliative care provision
- an ability to identify their individual 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 does it aim to develop advanced skills in the field.

3 SERVICE AND SYSTEM LEVEL OUTCOMES

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

- improved skill and confidence of the non-palliative care workforce to work with people with palliative care needs
- Strengthened linkages between non palliative care health practitioners and specialist palliative care providers

4 PROGRAM ELIGIBILITY

4.1 Discipline background

Our focus is on members of the health sector who are involved in providing end-of-life services but do not work in specialist palliative care. Placements are available for healthcare providers employed in health, aged, acute and community care services. Applications are welcome from professionals in regional and remote locations across Victoria. This includes:

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:

- GPs
- GP registrars
- senior medical officers in rural and remote settings
- medical specialists (other than specialist palliative care staff)

Nurses:

- nurse practitioners
- registered nurses
- 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 workers:

- residential aged care workers including Extended Aged Care in the Home (EACH) and Community Aged Care Package (CACAP) workers
- patient care workers/nurse assistants
- enrolled nurses
- registered nurses

Culturally and linguistically diverse (CALD):

- migrant and CALD liaison officers

The PEPA manager may approve applications from other participants where the purpose or likely outcomes are deemed to be consistent with the program.

4.2 Conditions

To be eligible for the program applicants must:

- be currently employed (including self-employed) in a health, aged or community service that provides services for people with life-limiting illness
- provide evidence that they hold a relevant professional qualification and current registration to practice with the appropriate regulatory/professional body, where this is required by legislation
- agree to comply with host site policies, including confidentiality, immunisation requirements and workplace health and safety policies
- have the approval of their employer to participate
- if applicable, obtain mutual recognition of registration to practice from the relevant state regulatory authority prior to undertaking the placement, (currently applies if applicant is approved to undertake a placement outside of their usual jurisdiction but
- does not work in a discipline governed by the Australian Health Practitioner Regulation Agency)
- provide evidence of relevant insurances/WorkCover to cover the period of the supervised clinical placement, as outlined in Section 9.2 of this Information guide
- have a current *Working with Children*, or other appropriate authority, as required by state legislation and local institutional policies if undertaking placements that may involve interactions with children
- agree to having a criminal history check prior to participating in the program, as required by state legislation and/or local institutional policies
- meet any other program requirements that may be specified by the PEPA manager at a jurisdictional level.

Participation in the program is normally restricted to once only for all participants.

Please note:

Priority is given to eligible applicants in their 'home' jurisdiction. Interstate placements may be considered in special circumstances in accordance with the National Coordination Team's policies and guidelines.

During a PEPA placement, participants are likely to encounter patients who may be experiencing physical or emotional distress. Before applying to undertake a PEPA placement, participants are encouraged to consider their own personal circumstances including recent bereavement or illness as working with people with a life-threatening illness may complicate or delay personal grieving responses and healing.

5 PROGRAM ACTIVITIES

The program is underpinned by evidence-based educational strategies and culturally appropriate, collaborative and sustainable principles. The focus is on experiential and peer-based learning and strategies that encourage the transfer of learning into practice.

5.1 Standard PEPA placements

The Victorian PEPA manager will structure the supervised clinical placement to provide participants with experience in a variety of settings where palliative care is provided.

Normally a supervised clinical placement is between two to four days duration. The placement may be undertaken 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 PEPA manager.

Placements are of an observational nature and, as a participant; you are supernumerary to the staffing establishment of the host site. Throughout your placement you will work closely with the mentor and/or a supervisor that the host organisation has allocated to you. The PEPA manager may also provide you with additional resources to guide your learning experience.

After completing their placement, participants are required to submit a short report (a maximum of one page) to the PEPA manager, reflecting on their learnings.

5.2 Reverse PEPA

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

- rural or remote settings
- Aboriginal community settings
- Residential aged care settings

A Reverse PEPA placement is between two to four days duration.

5.3 Pre and post-placement activities

Pre-placement preparation will assist you to identify appropriate learning objectives. It is essential for you to complete any preparatory learning activities as directed by the PEPA manager. As a guide, pre-placement preparation will involve a commitment of approximately two to three hours. This includes:

- completing your application form
- familiarising yourself with placement information sent to you by the PEPA manager or host site
- returning a pre-placement evaluation survey
- setting preliminary learning objectives and completing any other suggested activities
- perusing your relevant learning guide and any additional readings
- Thinking about how you might disseminate information to your colleagues when you return to your workplace.

In order to reinforce learnings, all participants are expected to:

- review the program and personal objectives and reflect on the extent to which they were achieved and areas for further learning
- submit a short reflection report of learning to your local PEPA Manager (about one page);
- complete and submit the relevant PEPA post-placement evaluation;
- Implement a project or quality activity within three months of completion of the placement that promotes transfer of learning into your workplace or practice.

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

PEPA aims to improve the networks between health providers and provide ongoing support for participants. You are encouraged to become involved in post-placement networks to promote ongoing professional development, support and communication across settings and disciplines. A range of post placement activities will also be available from time to time. It is recommended that each participant is involved in at least one post placement support activity.

6 PROGRAM EVALUATION

PEPA participants, their employers (if applicable) and either a mentor or host site manager 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?

6.1 Participant evaluation

Surveys will be sent to you for completion electronically, prior to commencement and three months following placement.

6.2 Host site evaluation

Host sites will receive a survey form on a six-monthly basis to provide feedback about the placements that have occurred during that time.

6.3 Employer evaluation

Your employer will receive an evaluation form three months after your supervised clinical placement.

All completed hardcopy evaluation surveys are to be returned to the PEPA manager.

7 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 and the respective 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*. You may also be eligible for an additional 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.
- **The Australian College of Rural and Remote Medicine (ACRRM)** – ACRRM will allocate 30 ACRRM PDP 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 now also welcome to apply for additional PDP points for any pre and post-placement activities that are undertaken in conjunction with their PEPA placement.
- **Royal College of Nursing Australia (RCNA)** – PEPA attendance attracts 30 RCNA Continuing Nurse Education (CNE) points as part of RCNA's Life Long Learning Program (3LP)*.
- **Royal Australian College of Physicians Fellows** – Participants in the RACP My CPD Program may be eligible to claim credits for attending PEPA placements under 'Category 4: Structured Learning Projects' at 3 credits per hour*.
- **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. Points can be gained through PEPA placements and workshops with the number of points available varying depending upon the professional discipline. This is a self-recording process and all responsibility to document and claim points falls on the registrant directly.*
- To find out more about the process for claiming professional development points, please visit the national PEPA website at www.pepaeducation.com and click on the icon for your discipline. Participants from other professional associations will need to contact their organisation directly to determine whether participation in the program is recognised.

**Please note that the allocation of professional development points is subject to change without notice and may increase or decrease as considered appropriate.*

8 RESPONSIBILITIES OF STAKEHOLDERS

8.1 Responsibilities of the participant

Following acceptance into PEPA it is expected that you will:

- be familiar with and comply with the requirements outlined in this *information guide* and the application form
- prepare for the supervised clinical placement by referring to the educational resources provided and identifying your individual learning needs for the program
- attend the placement as an observer and work closely with your allocated supervisor at all times
- consider how learning can be transferred into your current practice and work environment
- be sensitive to the work demands of your mentor
- abide by the policies and procedures of the host site
- reflect on your experience and critically appraise care provision of patients in your 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 the PEPA manager or submit online
- in the event of an injury or illness occurring while on placement, you will notify the PEPA manager and comply with the host site policy
- notify the PEPA manager as soon as possible if you are unable to attend your placement for any reason

8.2 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 guide* and the application form
- complete and sign the PEPA application form agreeing to the responsibilities described in this document
- agree to provide *WorkCover* 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
- complete the evaluation survey and return it to the PEPA manager on completion of your supervised clinical placement

8.3 Responsibilities of the host site

The host facility is responsible for:

- ensuring there is a single person responsible to administrate arrangements
- ensuring that mentors are aware of the dates that they have been assigned as a participant
- 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
- advising the PEPA manager of any issues or concerns during the placement
- completing documentation as required by the participant

8.4 Responsibilities of the mentor

It is expected that the mentor will:

- be familiar, and comply, with the contents of this *Information guide* and the application form
- be familiar, and comply, with the contents of the PEPA Mentoring Guide, the PEPA for Aboriginal and Torres Strait Islander Health Workers Mentor Guidelines and Communications Guidelines and the appropriate PEPA Learning Guide for participants
- plan their time and working arrangements for the placement period, including whether they may 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
- provide feedback and discuss placement experiences, issues or any concerns that may arise
- provide an opportunity for the participant to discuss their planned post-placement workplace activity
- Sign off on the participant's supervised clinical placement documentation, as appropriate, for allocation of continuing professional development points, and evidence that placements have been completed

8.5 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.

9 MANAGEMENT OF RISKS

9.1 Risk identification and risk management

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.

Placements are of an observational nature and as a participant you are supernumerary to the staffing establishment of the host site. You must work closely with your allocated supervisor at all times.

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

While undertaking a PEPA placement, participants will be exposed to the range of hazards that are normally encountered by health care professionals practicing in palliative care settings. Accordingly, all participants are subject to the standard Workplace Health and Safety Policies, Procedures and Regulations of the host site and their employing organisation. All participants are required 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):

- participating in a host site orientation by your mentor
- familiarising yourself with the specific risks and hazards associated with your assigned area
- familiarising yourself with the host site's safety policies and procedures
- Alerting your supervisor if you are unwell during your placement; and ceasing work if continuing would compromise your health or that of your patient(s) and colleagues.

9.2 Insurance

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

10 FUNDING ARRANGEMENTS

The Australian Government Department of Health and Ageing has provided funding through the National Palliative Care Program to support this program. Contact the PEPA manager for more information about the funding available to support your participation in the program.

10.1 Employers

Employers and general practices will be reimbursed for some of the costs associated with backfilling staff that are participating in PEPA.

10.2 Participants

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

10.3 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.

Please note:

Claims for reimbursement are to be submitted to the PEPA manager following completion of the placement. 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.