

Funded by the Australian Government Department of Health and Aged Care

Reverse PEPA Aged Care Placement Application Form For Aged Care Service Manager and Participant/s

Instructions

Step 1: Read the Reverse PEPA Information Guide available [online](#) or through your [PEPA Nurse Educator](#).

Step 2: Ensure you understand the Reverse PEPA Placement process before completing this form. If you have any questions or concerns, please reach out to your [PEPA Nurse Educator](#), or [PEPA National](#) on pepa@qut.edu.au.

Step 3: Complete this form and send it to your [PEPA Nurse Educator](#) (if known) or to pepa@qut.edu.au.

Step 4: Once received, a [PEPA Nurse Educator](#) will contact you to discuss further.

Reverse PEPA Aged Care Placement Overview

[Reverse PEPA AGED Care educators](#) will meet the needs of the *Improving Palliative Care Training and Outcomes in Aged Care Program* by offering the opportunity to integrate learning in the workplace through participation in a placement learning experience. This will enhance training for the aged care workforce to improve the quality of, and timely access to, palliative care for older Australians.

The placement learning experience will support staff in the participating workplace to:

- Gain a clearer understanding of the principles of good palliative care and apply a palliative approach to an aged care setting.
- Identify the needs of their clients/residents with life-limiting illnesses according to their individual scope of practice.
- Develop strategies to individualise the palliative care approach.
- Understand the role of various disciplines in managing common problems faced by people with life-limiting illnesses.
- Recognise their own knowledge base/scope of practice regarding optimal palliative care provision.
- Identify personal coping strategies for effective management of personal issues related to working in this area.
- To demonstrate good communication skills using evidence-based tools to assist in recognition and communication of palliative care needs to other team members both internally and externally, to aid in timely access to palliative care support for people living with life limiting illnesses.
- Gain a clear understanding of networks of support within their region to maintain and strengthen linkages across the primary, aged care, and palliative care sectors.
- To develop an understanding the role of mentorship in palliative care to embed change in an organisation.

Reverse PEPA AGED placements involve a [Palliative Care Nurse Educator](#) spending up to 4 days at a facility working with a **minimum of 8-10** nominated participants.

A representative from the site to host the reverse PEPA AGED placement is required to submit this application on behalf of their workplace.





The [PEPA Palliative Care Nurse Educator](#) will then liaise with the applicant to discuss the learning goals of the placement and confirm suitable dates.

To assist in recognising learning needs and gaps to inform a learning plan for the placement it is recommended prior to the placement the organisation and the individual participant partake in a reflection on their own learning needs and gaps. Tools to assist in this process are available through End-of-Life Directions in Aged Care (ELDAC).

After Death Audit

https://www.eldac.com.au/Portals/12/Forms/Toolkits/ELDAC_After%20Death%20Audit_Interactive%20Form_FA.pdf

Palliative Care and Advance Care Planning Organisational Audit

https://www.eldac.com.au/Portals/12/Forms/Toolkits/ELDAC_Organisational%20Audit_Interactive%20Form_FA.pdf

Personal Learning Assessment (for participants to complete)

<https://www.eldac.com.au/Portals/12/Forms/Toolkits/Personal%20Learning%20Assessment%20Form.pdf>

Completion of these assessment tools will enable use as evidence to meet Aged Care Accreditation Standards:

1. Consumer dignity and choice
2. Ongoing assessment and planning with consumers.
3. Personal care and clinical care
4. Services and supports for daily living.
5. Organisation's Service environment
6. Feedback and complaints
7. Human resources
8. Organisational governance

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 & procedures
- 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 working group (champions/mentors)
- Provision of formal staff education
- Introduction of multi-disciplinary team meetings.



Manager to complete this section.

Privacy and Confidentiality

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
- Development of an individualised education plan to meeting the learning needs identified by the aged care Service and the participants.

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.

Organisation Details

Name of Aged Care Service:

Address of Service:

.....

Postal Address of Service:

.....

Finance Contact Name (for grant funding payment):

Finance Contact Email Address:

Finance Contact Phone Number:

ABN:

Manager Details

Title:

Surname:

Given Name(s):

Position:

Phone Number:

Email Address:



Placement Preferences

1. What are your preferred dates/times for the Reverse PEPA Aged Care Placement?
2. Are there any dates/times that would NOT be suitable for the Reverse PEPA Aged Care Placement? ..
3. Reverse PEPA Aged Care Placements generally run for 2 to up to 4 days. To support palliative care practice changes in your organisation, each participant must be supernumerary for these days to work with the [Nurse Educator](#). Please refer to the information guide for further details.

Will participants be available for these days? Yes No

Learning Goals

Below are some examples of teaching and learning activities that the [Nurse Educator](#) may provide at your workplace, depending on need. Please indicate if any of these are of interest (education is delivered appropriate to a participant’s scope of practice):

- Advance Care Planning – how to start the conversation
- Advance Care Planning – implementation
- Assessments and interventions (medical, physical, psychosocial, spiritual etc.)
- Management of Symptoms & Disease Trajectories
- Recognition of deterioration & dying
- Communication skills – ISBAR, Family & Person-Centred communication
- Cultural safety and Culturally Responsive Care (In collaboration with IPEPA if appropriate)
- Palliative Care Emergencies – recognition, assessment, and management
- Medication management inclusive of routes of administration (syringe drivers)
- Individual Case Reviews
- Procedures and policy documentation reviews
- Referral processes & knowledge of local Services to support palliative care delivery
- Training/in-Services given to other staff members on palliative care topic.
- Mentoring – how to support other team members and build palliative care skills in the workplace.

Are there any other specific activities/topics you would like covered?

Are there any perceived learning barriers or concerns that the [Nurse Educator](#) should be aware of?



Managers Declaration

1. Is or has your facility participated in the ELDAC facilitator project? *(Please note this will not preclude you from undertaking a PEPA Aged Care Reverse Placement. This will allow us to build upon the work you have already undertaken).*

Yes No

If yes, please advise the name of the ELDAC facilitator:

2. How many staff (participants) do you anticipate will undertake a Reverse PEPA Aged Care Placement at your workplace?

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3. Please nominate a 'team leader' from your organisation. The 'team leader' should be a participant in the program and be willing to act as the liaison between the [PEPA Nurse Educator](#), Manager, and participants.

Contact Name:.....

Telephone:.....

Email:.....

4. Do you support your team members to undertake a Reverse PEPA Aged Care Placement at your workplace and provide support for the learning that will be implemented in the workplace?

Yes No

5. Do you agree to release your team members during the Reverse PEPA Aged Care Placement so that they are supernumerary, allowing for at least 2-3 days (depending on discipline) working with the [Nurse Educator](#)?

Yes No

6. Will you support the participants in their post placement activity and possible implementation of strategies (please see Learning Goals for examples of activities and strategies)?

Yes No

7. Having read the Reverse PEPA Aged Care [Placement Information Guide](#), do you understand and agree to comply with all requirements for participation in the program?

Yes No

8. Would you like more time with the [Nurse Educator](#) to discuss the questions on this Reverse PEPA Aged Care Placement Application Form?

Yes No

Managers Name:

Managers Signature:

Date:.....