
PEM Program

Program of Experience in Motor Neurone Disease

Information

The PEM Program aims to provide palliative care staff in the Southern Metropolitan Region and the State of Victoria with an opportunity to develop skills in palliative care, with particular reference to Motor Neurone Disease (MND). Successful applicants will do a placement in a specialist metropolitan palliative care service, Calvary Heath Care Bethlehem, and at Motor Neurone Disease Association Victoria.

Anticipated program outcomes

We have identified the following outcomes to help participants identify their learning needs and achieve the objectives of the PEM Program:

- Increased knowledge and understanding of MND in palliative care to improve best practice when dealing with people with MND
- Creation and development of sustainable networks
- Enhanced ability to provide palliative care to clients with MND, to improve the care of the dying and support to their carers
- An increased number of palliative care providers with a breadth of knowledge of other disciplines and their roles with respect to MND

Participant responsibilities

Learning objectives

Participants will gain a broad understanding of the principles of good palliative care for MND clients within a multidisciplinary framework. By the end of the placement, participants will be able to:

- Identify needs of palliative care clients with MND and their families
- Identify the role of their discipline in managing common problems, symptoms and issues faced by MND clients and their families
- Identify effective ways of working in a team, and how to communicate and liaise within that team, particularly in relation to MND clients and families
- Demonstrate capacity to share learning and knowledge with others

Strategies

In addition to the learning objectives, participants will:

- Agree to a contract of learning, signed by the participant and the support person
 - The contract of learning identifies the expectations and aims of the placement and how they may be evaluated
- Agree to a knowledge and skill assessment by the support person
- Complete a self-assessment
- Provide a written report to the MND Shared Care Worker and employer on learning outcomes and strategies for how the experience will be linked into current practice
- Complete pre-clinical and post-clinical placement evaluation surveys
- Receive a certificate of participation in the program

Eligibility criteria

Applicants must:

- Be currently working in a palliative care agency
- Hold a current qualification/registration in their associated discipline
- Have the approval of their current employer to participate

Current employer must:

- Be prepared to sign a contract that covers work cover and professional indemnity

Placement details — the applicant will attend:

Calvary Health Care Bethlehem — 3 days
476 Kooyong Road
CAULFIELD VIC 3162

Motor Neurone Disease Victoria — 1 day
265 Canterbury Road
CANTERBURY VIC 3126

Guidelines

Selection of participants for the PEM Program is based on the application and a pre-placement interview.

Pre-placement interview

Applicants will identify their learning needs according to the general principles listed below:

- Demonstrate a broad understanding of the principles of good palliative care for the MND client within a multidisciplinary framework
- Recognise their own knowledge base/scope of practice regarding optimal palliative care provision for MND clients
- Identify needs of palliative care clients with MND and their families
- Identify the role of their discipline in managing common problems, symptoms and issues faced by MND clients and their families
- Identify effective ways of working in a team, and how to communicate and liaise within that team, particularly in relation to MND clients and families
- Demonstrate capacity to share learning and knowledge with others

Post-placement evaluation

Applicants will:

- Participate in a post-placement interview to discuss their experience
- Identify the process they will use to integrate the learning from the placement back into the skill development and knowledge base of their workplace
- Within 6 weeks of completion of placement write a report of 350 words and send it to the consortium. The report will:
 - demonstrate that they have fulfilled their requirements from the placement
 - outline the methods for sharing their knowledge in their workplace
 - outline how their care of clients with MND will change because of the placement

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 your eligibility for the program
- Allocation of supervised clinical placements
- Follow-up and post-placement support
- Program evaluation
- Confirmation of your qualifications

Responsibilities of the host sites:

The host sites will:

- Provide supervisors who have appropriate clinical teaching experience
- Ensure that the participant is supernumerary to the staffing of the service
- Ensure that the participant is aware of local policies and procedures relating to safety and security
- Complete and return the evaluation forms
- Advise the MND Shared Care Worker of any issues or concerns during the supervised clinical placement

Responsibilities of the supervisor:

It is expected that the supervisor will:

- Be familiar with the contents of the guidelines
- Discuss the participant's individual learning needs and goals at the commencement of the supervised clinical placement, and provide a range of learning opportunities that will assist the participant in meeting these goals
- Ensure that learning is sensitive to the needs of practitioners and consider how the learning can be applied in the participant's workplace
- Where able, offer a multidisciplinary perspective to the program that addresses the participant's learning needs
- Sign off the participant's supervised clinical placement documentation

Responsibilities of the participant's employer:

The participant's employer will:

- Be familiar with the PEM guidelines
- Complete and sign the PEM application form agreeing to the responsibilities described in this document

- Agree to provide Work Cover insurance for their employee whilst they are undertaking this educational activity
- Support the participant in undertaking the supervised clinical placement and applying knowledge on return to the workplace
- Complete funding reimbursement/request

Responsibilities of the participant:

Following acceptance into the PEM program it is expected that the participant will:

- Be familiar with the content of the guidelines
- Prepare for the supervised clinical placement by identifying their individual learning needs for the program
- Actively participate in the supervised clinical placement (within the scope of your discipline, skills, and experience while under supervision), and consider how learning can be transferred into their own working environment
- Abide by the policies and procedures of the host site
- Reflect on their experience and critically appraise care provision of patients in their community
- Participate in a post-placement interview
- Provide a report to the MND Shared Care Worker within six weeks of completion of the program
- Complete and return all evaluation documents
- Notify the MND Shared Care Worker and comply with the host site policy if any injury or illness occurs on placement
- Notify the supervisor in the placement site and the MND Shared Care Worker if you are unable to attend your supervised clinical placement for any reason

Responsibilities of the MND Palliative Care Clinician (MND Program Manager):

It is expected that the MND Palliative Care Clinician will:

- Coordinate and implement the PEM Program
- Resolve any procedural issues that may arise during the program

Management of risks:

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.

- Participants attending host sites are supernumerary to the staff of the host site and must only undertake those activities within the scope of their discipline, skills, and experience, while being supervised at the time.
- Applicants who do not fulfil the requirements for qualifications and insurances will not be accepted into the program.
- Applicants who have a current Work Cover claim must provide evidence that their participation in PEM is consistent with the conditions of their current Work Cover Certificate of Capacity.
- While undertaking a PEM placement, participants will be exposed to a range of hazards that are normally encountered by health care professionals practicing in palliative care settings.
- Participants are automatically subject to the Workplace Health and Safety Policies Procedures and Regulations of the host site. Participants are required by law to always comply with these policies and procedures.
- Measures that participants can take to minimise these risks include (but are not limited to):
 - Participate in orientation to the host site
 - Familiarise yourself with the specific risks and hazards associated with the area to which you have been assigned
 - Familiarise yourself with the safety policies and procedures of the host site

Funding

- Host agency will receive \$100 per day per placement
- Participant employing agencies from the Southern Metro Region receive \$200 per day per participant for the back fill of positions
- Reimbursement: On completion of the placements the host agency (Calvary Health Care Bethlehem) will submit an invoice of \$300 to the nominated agency for each participant