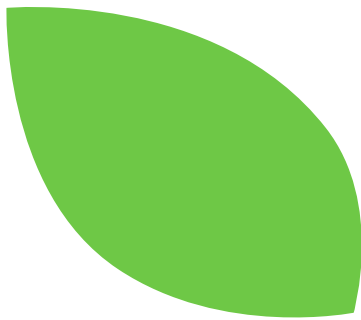




**Cancer
Council**
WA

PALLIATIVE CARE QUALITY IMPROVEMENT SCHOLARSHIP (PCQI).

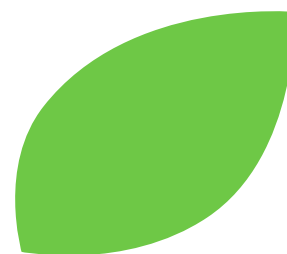
Information Guidelines



**Cancer Council WA
Palliative and Supportive Care Education
Western Australia Edition**

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Application Process

All applicants should read this guide in its entirety and agree to the conditions before applying for the scholarship. It is the applicant's responsibility to submit an eligible application.

Application forms are available online at:

www.cancerwa.asn.au/professionals/cancercouncilwascholarships

Completed forms should be submitted to emily.allen@cancerwa.asn.au by the closing date; 4pm (AWST) on 17 April 2020.

Timeline for application process	
2 April 2020	Applications open
17 April 2020	Applications close
1 week	Assessment period
1 May 2020	All applicants notified by email
8 May 2020	Deadline date to accept the scholarship

Contact details for the application process

Emily Allen

Palliative and Supportive Care Education Team
Cancer Council WA
Level 1, 420 Bagot Road, Subiaco WA 6008

P: 08 9382 9365

F: 08 9212 4334

E: emily.allen@cancerwa.asn.au

1.0 Project objectives

The Palliative Care Quality Improvement (PCQI) Scholarship, funded through the McLarty Bequest offers specialist palliative care service providers an opportunity to develop and implement a quality improvement initiative within their workplace. The scholarship provides funding for travel and accommodation costs to be used to enhance a current or proposed quality improvement initiative. It will enable the recipient/team to collaborate and meet with other palliative care providers that may already have a program, process or project that is embedded in their workplace. The scholarship will only fund travel opportunities within Australia.

It is a requirement that the scholarship recipient/team introduce or work towards the introduction of the project into the workplace and submit a written report on the project outcomes by Friday 30 October 2020. All recipients are required to deliver a presentation for specialist palliative care service providers across Western Australia, hosted and presented by PaSCE.

2.0 Outcomes

- enable specialist palliative care units and providers to enhance their PCQI project by accessing and working with other specialist palliative care service providers across Australia
- showcase and share your PCQI projects with other specialist palliative care providers in WA at a PaSCE event

3.0 Eligibility

All teams or individuals must be working in a specialist palliative care service within WA (service must be Level 1, 2, 3 as per Australian Palliative Care Standards). Applications are encouraged from health professionals in regional and remote locations across WA.

3.1 Conditions

Applicants must agree to comply with the conditions of the project and meet the following eligibility criteria:

- be currently employed in a specialist palliative care setting or team in WA
- show evidence of an identified or developed employer workplace approved quality improvement project that is supported by your direct manager
- be an Australian citizen or permanent resident of Australia
- hold relevant nursing or allied health professional qualifications with current registration to practice with the relevant regulatory/professional body where this is required by legislation (evidence of formal qualifications and registration to practice is required)

4.0 Scholarship application requirements

- a summary of the PCQI project with accompanying evidence and documentation
- an outline of expected/desired outcomes of your PCQI project for your workplace
- a plan for the introduction of the PCQI project into your workplace
- written evidence of support from proposed collaborating teams/services
- proposed PCQI project timeline

The recipient/team is responsible for organising all dates and times with the proposed collaborating team/service. The scholarship enables the recipient/team to an experiential learning opportunity and is of an observational nature only.

4.1 Project timeline

2 April 2020	Applications open
17 April 2020	Applications close
1 week	Assessment period
1 May 2020	All applicants notified by email
4 May 2020 - 26 June 2020	Execute your PCQI Project
30 October 2020	Final report due
Early 2021	15 minute presentation on your PCQI Project to specialist palliative care providers

4.2 Travel and accommodation

All travel and hotel bookings will be made and paid for by Cancer Council WA. The PaSCE Project Officer will liaise with the recipient/team involved regarding travel and accommodation arrangements. All booking information will be sent to the recipient via email.

*** Travel includes airfares, transfers to and from airport and mileage if flights are not required.*

*** Accommodation does not include meal allowance.*

5.0 Program evaluation

Two weeks post the PCQI Scholarship closing date (13 November 2020) the recipient/team will be required to complete a post scholarship evaluation questionnaire.

6.0 Responsibilities

6.1 Responsibilities of the recipient/team

Following acceptance of the PCQI Scholarship it is expected that you will:

- comply with all requirements for the PCQI project outlined in this information guide and complete the application form
- arrange and prepare with the identified collaborating team, project or program
- attend the organised meeting/visit as an observer
- develop a plan for implementation of your PCQI project
- complete a final report outlining all outcomes and achievements
- deliver a presentation at a PaSCE event to enable sharing of knowledge across palliative care speciality in WA
- maintain contact with the PaSCE Project Officer ensuring notification of changes to timeline or inability to meet arranged requirements

6.2 Responsibilities of the recipient/team employer

- the PCQI project is an approved quality initiative from your institution
- all staffing costs are incurred by the recipients/teams employer
- the recipient/teams employer must approve the proposed collaboration team/project/ program identified as part of the PCQI project

7.0 Management of risks

It is the responsibility of all recipients and employers to be aware of the potential risks associated with the project and to implement appropriate strategies to effectively manage these risks.

8.0 Exclusions

- any travel outside of Australia
- wage costs of individual staff/team members
- registration for conference or education sessions
- meal allowances

PALLIATIVE CARE QUALITY IMPROVEMENT SCHOLARSHIP (PCQI).

Application Form

Please complete the relevant sections of this application form and return to:

Palliative and Supportive Care Education Team

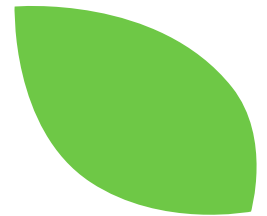
Cancer Council WA

Level 1, 420 Bagot Road, Subiaco WA 6008

P: 08 9382 9365

F: 08 9212 4334

E: emily.allen@cancerwa.asn.au or pasce@cancerwa.asn.au



SECTION A: PRIVACY & CONFIDENTIALITY - to be completed by Project Team Leader

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 scholarship
- contacting your team to arrange travel bookings
- confirmation of your qualifications and current registration/authority to practice

For these purposes, your details will be forwarded to the Palliative and Supportive Care Education Project Officer.

I understand and agree to the information I have provided to be used for the above purposes (*please tick*)

SECTION B: APPLICANTS DETAILS - to be completed by Project Team Leader

Title: _____ Given name(s): _____ Surname: _____

Position/title: _____ Workplace: _____

Workplace address: _____

Daytime phone: _____ Mobile phone: _____ Email: _____

Team members involved

Name: _____ Position/title: _____

Name: _____ Position/title: _____

Name: _____ Position/title: _____

Name: _____ Position/title: _____

Name: _____ Position/title: _____

SECTION C: ELIGIBILITY CRITERIA - to be completed by Project Team Leader

Q1. Are you currently employed in a specialist palliative care service?

Yes No (you cannot proceed any further if you tick this box)

As outlined in the Australian Palliative Care Standards, is your service a;

Level 1 palliative care service provider

Level 2 palliative care service provider

Level 3 palliative care service provider

Q2. Is your registration/practising certificate current?

Yes (you must provide details in the space provided below and attach evidence) - **go to Question 4**

No (you cannot proceed any further if you tick this box)

Not applicable (for non-regulated workers/carers) - **go to Question 3**

Registration number: _____ Registrating authority: _____ Renewal date: _____

Q3. For non-regulated workers (i.e. workers from disciplines that are not regulated under the Australian Health Practitioner Regulation Agency), please specify your current position?

Aboriginal Health Worker

Indigenous Liaison Officer

Social Worker

Care Worker or Assistant in Nursing

Pastoral Care Worker/Chaplain

Other (please specify): _____

SECTION D: MANAGER/EMPLOYER DECLARATION - to be completed by Unit Manager/Employer

Name: _____

Email: _____ Phone: _____

Q1. Do you support the team/applicant to undertake the PCQI project outlined in their application and provide support for the improvement initiative to be implemented on return to the workplace?

Yes No

Q2. Having read the PCQI Scholarship guidelines, do you understand and agree to comply with all requirements for participation in the PCQI project?

Yes No

Manager/Employer signature: _____ Date: _____

SECTION E: APPLICANT DECLARATION - to be completed by Project Team Leader

In signing this application, I declare that the information provided by me in support of my application is true and accurate. Should I be successful, I agree to abide by the requirements of the project as outlined in the information guide. I agree to notify Cancer Council WA should any of the information provided in this application change before or during my participation in the project.

Applicant signature: _____ Date: _____

SECTION F: PCQI PROJECT DETAILS - to be completed by Project Team Leader

Project name: _____

Q1. Provide a summary of the PCQI project evidence and documents. *(please attach relevant documents)*

Q2. Outline the expected of desired outcomes of your PCQI project for your workplace.

Q3. How do you plan on implementing the PCQI initiative back into your workplace?

Q4. What service/organisation will you collaborate with to meet the outcomes of your PCQI project?
(please attach a written letter of evidence from the collaborating team/service)

Service/organisation address: _____

Q5. What dates do you plan on executing this PCQI project? *(provide a project timeline)*

Please note:

On completion of your PCQI project it is a requirement that the Project Team Leader completes a written report on the outcomes of the project and delivers a 15 minute presentation at a Cancer Council WA PaSCE event.

Final reports are due on Friday 30 October 2020; presentations will be early 2021.

SECTION G: PCQI TRAVEL REQUEST FORM - to be completed by Project Team Leader

Q1. What dates do you plan on travelling?

Departure date: _____ Return date: _____

Q2. What destination do you plan to travelling to?

Q3. How many nights of accommodation are required?

Q4. Do you require taxi vouchers?

Yes No

Q5. Team members travelling

Name: _____

Email: _____ Phone: _____

Name: _____

Email: _____ Phone: _____

SECTION H: APPLICATION CHECK-LIST

- Summary of the PCQI project evidence and documents
- Written evidence of support from the proposed collaborating service/team
- Proposed PCQI project timeline
- Signed and approved application form

CANCER COUNCIL WA MANAGER USE ONLY

Date received: _____ Approved: _____

Date notified: _____ Not approved: _____

We need to collect personal information to process your application, provide services, inform you about our activities and conduct normal business. By providing your personal information, you agree that it will be used and disclosed by Cancer Council WA in accordance with this statement and our Privacy Policy, available at <http://www.cancerwa.asn.au/notices/privacy>. If you do not agree, (i) you must not provide your personal information; (ii) you may not be able to apply; and (iii) we may not be able to provide certain services/products or communicate with you. We only disclose your personal information to external third parties (such as Cancer Councils in other Australian states/territories, or overseas software providers) where those parties assist us in carrying out our ordinary business operations and always in accordance with our Privacy Policy. We may use your personal information for our own direct marketing purposes, unless you opt out (which you can do at any time). Our Privacy Policy outlines how you may, opt out, access and seek correction of your personal information, or make a privacy complaint.