



## North West Rural Palliative Care Project.

Pilot Site One.  
CPD – Small group learning.  
Breakfast Meetings 2005.

### Terms of Reference.

#### 1. Aim of the Project:

“To improve access to quality coordinated palliative care services for people in the North West region of Tasmania”.

#### 1. Identified Goals.

1. To have access to ongoing education, clinical guidance and support which above all is sensitive to our needs.
2. To develop an understanding of each others roles and responsibilities and to become familiar with one another.
3. To create an opportunity to develop collaborative partnerships between all service providers in the region.
4. To identify key leader GPs with specialist knowledge and skills in the provision of contemporary palliative care- these GPs may provide support and guidance to other GPs and primary providers within their practice and the region.
5. To develop contemporary palliative care knowledge and skills networks among all North West Primary Providers.
6. To encourage communication and professional respect.
7. To develop an understanding of the wider palliative care system i.e. roles and access.

8. To explore the use and development of clinical pathways in patient care.
9. To cover the key themes outlined in the CPD Program at nominated meetings throughout 2005.

### 3. Criteria for effective group functioning and dynamics.

- Patient privacy and confidentiality- all case studies to be deidentified.
- Confidentiality and professional respect.
- Respectful and confidential exchange of personal thoughts and experiences.
- The provision of opportunities for each member of the group to contribute to discussion.
- Members unable to attend meetings will receive a copy of the minutes of the meeting.
- Minutes of meetings to be kept in Education Folders at participating organisations.
- Case studies to be developed by members and brought to meetings to confidentially discuss.
- Minutes of the meeting will be a summation of key themes, identified learning outcomes and recommendations for future learning.

### 4. Membership:

Membership of the CPD Small Group Learning Breakfast Meetings shall include the following individuals, or representatives from the following organisations.

- Participating GPs.
- 1 Practice nurse representative from each participating GP Practice.
- 1 Representative from the Palliative Care Service North West.
- Palliative Care Medical Specialist.
- 1 Representative from Community Nursing Wynyard.
- 1 Representative from Community Nursing Burnie.
- Anita Dow Program Officer North West Tasmania Division of General Practice.

At the group's discretion other members of closely aligned organisations may be co-opted from time to time.

### 5. Office Bearers:

- GP Facilitator.
- Coordinator/ Secretariat: Anita Dow.

## 6. Meetings:

- Meeting Venue: Lady Bugs Café @ Two Oaks Nursery, Somerset.
- Meeting Time: 7.30am -8.30am.
- Meeting Frequency: Monthly.
- Initial Meeting: 19th of January 2005.
- All meetings will have an accompanying formal agenda. This agenda will be circulated to all members 1 week prior to the meeting.