1. **REQUEST FOR PROPOSAL (RFP):**

The North and West Metropolitan Palliative Care Consortium is seeking a proposal to provide Palliative Care Capacity Building for the Disability Sector and Local Government Area Community workforces providing care to people in their home from its member organisations.

1. **CONTEXT**

The Consortium receives funding for Regional Consultancy Aged / Disability from the Victorian Department of Health of approximately $246K per annum.

In May 2021, the Consortium Management Group considered a briefing paper prepared by the Consortium Manager that proposed how the Consortium might strengthen the capacity of the Disability Service Sector to provide palliative care support.

Since that time, the Consortium Manager liaised with Health Services Disability Liaison Officers and service providers to explore and scope their perceived needs in relation to building the capacity of Support Workers to support the provision of palliative care. Further discussion is planned with the Professional Association of Nurses in Developmental Disability Australia Inc. (PANDDA) which represents the professional interests of nurses who support people who have an intellectual developmental disability.

At the September 2021 Consortium Management Group meeting, it was agreed that this proposal could include the workforce from Local Government Areas in our catchment providing care in the community to aged persons and people with disability in their home. Inclusion of LGAs in the scope of works arose from an inquiry from an LGA community care provider about the need to upskill their staff in palliative care so they can appropriately detect and respond to deteriorating clients’ care needs with life limiting illnesses.

Preliminary information about education, training and information needs identified by the Disability Sector include:

* Education and training for Registered Nurses in the palliative approach to care including communicating with families, carers re same. It is proposed that once trained these clinicians can provide training to support workers consistent with their scope of practice. Protocols and guidelines can also be developed to guide consistent and appropriate support worker practice.
* Information and training on Advance Care Planning for RNs, Team Leaders and Operations Managers.
* Information for team leaders and operation managers regarding referral processes including indications for referral to community palliative care. Protocols and guidelines can be developed to guide consistent and appropriate support worker practice in relation to escalation and referral to community palliative care support services and health services.
* Face to face practical training for Support Workers on basic care around end of life, e.g., mouth care, pressure care, skin care, identification of deterioration
* Compilation and access to up to date, easy English information and resources regarding palliative care for support workers.

1. **PROJECT SCOPE**
   1. **Aim**

The aim of the project is to develop, trial and evaluate a capacity building program for the workforces of the Disability and LGA sectors in the North and West Metropolitan Region Palliative Care Consortium to inform the design of a sustainable and efficient approach to palliative care capacity building in these sectors going forward.

* 1. **Objectives**
* Confirm the palliative care capacity building needs of the workforces of the Disability and LGA sectors in the North and West Metropolitan Region Palliative Care Consortium.
* Develop a capacity building program and trial framework to respond to identified capacity building needs of Disability and LGA workforces.
* Develop a framework to evaluate the impact and effectiveness of the trial program.
* Develop and implement a communication strategy to support engagement and uptake of the program within trial sites/agencies/organisations.
* Trial the implementation of the program Disability and LGA community workforces considering how the program should be designed going forward to ensure its sustainability.
* Provide regular reports on the status of the project to the Consortium Management Group.
* Provide an end of project report including recommendations for sustainability and roll out across the Consortium’s catchment.
* Ensure that on completion of the project, the Disability Service Sector and LGA community sector have free and ready access to a range of specifically designed information and resources to strengthen the capacity of their workforce to support the provision of palliative care.
  1. **Timelines and Key Deliverables**

The following timelines and key deliverables are proposed:

| **Date** | **Key deliverable** | **Responsibility** |
| --- | --- | --- |
| 13 Sept 2021 | Proposal document drafted and circulated to Consortium Management Group for feedback | Consortium Manager |
| 13 Sept 2021 to 27 Sept 2021 | Draft proposal reviewed and feedback forwarded to Consortium Manager | Consortium Management Group |
| 28 Sept 2021 | Feedback from Consortium Management Group received, and document amended as required | Consortium Manager |
| 7 Oct 2021 | ‘Request for proposal’ document approved by the Consortium Management Group | Consortium Management Group |
| 8 Oct 2021 to 24 Oct 2021 | Consortium member agencies (individually or in partnership with other members) develop response to RFP and forward to Consortium Manager by 24 Oct 2021. The Consortium’s ‘Request for Funds’ form can be used for this purpose and should include associated documentation such as Project overview, Goals and objectives, Benefits, Stakeholder engagement, Work plan including timelines for completion of objectives, Anticipated resources ($ and people) internal and external, Results measurement and Risk Management Strategies | Consortium Member agencies |
| 4 Nov 2021 | Presentation of RFPs to Consortium Management Group and opportunity for Q&A | Consortium Member agencies |
| 4 Nov 2021 to 9 Nov 2021 | Consideration and decision by members of the Consortium Management Group. The Consortium’s assessment framework will be utilised to guide same. (Note: Member agencies submitting requests will exclude themselves from this assessment and determination to avoid conflict of interest). | Consortium Management Group |
| 9 Nov 2021 | Feedback from Consortium Management Group evaluated and summarised. Consortium Management Group and successful applicant advised of outcome. | Consortium Manager |
| By 1 Jan 2022 | * Letter of agreement with Consortium completed and signed * Project Officer recruited and appointed * Project Plan developed which includes communication plan, implementation framework, evaluation framework, risk management plan | Consortium Manager  Successful applicant |
| 1 Jan 2022 to 30 June 2022 | * Project implemented and evaluation * Regular project reporting to the Consortium Management Group * Final report on impact and outcomes of project and recommendations going forward | Successful applicant |

* 1. **Other relevant information**
* The member agency granted funds for this initiative will:
  + sign a Letter of Agreement detailing but not limited to the scope of the initiative, outcomes to be achieved and responsibilities of parties to the agreement.
  + prepare and present interim and ‘end of project’ Reports to the Consortium Management Group. These requirements will be detailed in the Letter of Agreement with the agency.
* As far as possible and available, the Consortium Management Team will provide administrative and practical support for this project.