

INFORMATION FORM

COMMUNICATION AT END-OF-LIFE EDUCATION FUND FOR LTC



ONTARIO
CLRI

Centres for Learning,
Research & Innovation
in Long-Term Care

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ONTARIO CENTRES FOR LEARNING, RESEARCH AND INNOVATION IN LONG-TERM CARE

The Ontario Centres for Learning, Research and Innovation in Long-Term Care (CLRI) build capacity through innovation and collaboration in education, research, and knowledge mobilization. The Ontario CLRI is funded by the Ontario Ministry of Health and Long-Term Care and is hosted by Baycrest Health Sciences, Bruyère Research Institute, and Schlegel-UW Research Institute for Aging (www.clri-ltc.ca).

APPLICATION INFORMATION

Thank you for your interest in the Communication at End-of-Life (CEoL) Education Fund for LTC!

The Ontario Ministry of Health and Long Term Care (MOHLTC) has commissioned the CLRI to coordinate continuing education for personal support workers' (PSWs) on the topic of improved end-of-life care. Specifically, the CEoL Fund delivers *Communication at End-of-Life: Train-the-Trainer Workshops* (Wave 1) and *Communication at End-of-Life: PSW Education* (Wave 2), in partnership with Algonquin College. For information on the training material, visit www.clri-ltc.ca.

WHO SHOULD APPLY?

- Only Ontario long-term care (LTC) homes are eligible for funding.
- Each Ontario LTC home may complete one CEoL Fund Application Form.
- The application form must be **completed by the LTC home's Administrator**.
- Incomplete applications will not be considered.

Please note that submitting a CEoL Fund Application Form does not guarantee funding. Applicants will be contacted via email by **September 13, 2018** with final funding decisions. 104 LTC homes will be selected for Wave 1. 35 of these LTC Homes will also participate in Wave 2.

Applications will be reviewed with the goal of maximizing the capacity for CEoL education across Ontario, ensuring representation across all LHINs.

For more information, please contact CEOLFUND@bruyere.org or 613-562-6262, ext 1985.

APPLICATION DEADLINE: August 31, 2018 (11:59 PM ET)

CEOL FUND OVERVIEW

Table 1. Important CEoL Fund Dates

EVENT	DATE
CEoL Fund Application Form Deadline	August 31, 2018 (11:59 PM ET)
Applicants Informed of Decision (Accepted or Waitlisted)	September 13, 2018
CEoL: Train-the-Trainer Workshops (Wave 1)	October 4, 2018 – November 9, 2018
Financial Support Claim Submission Deadline (Wave 1)	November 30, 2018
Deadline for LTC homes to Complete PSW Education (Wave 2)	March 15, 2019
Financial Support Claim Submission Deadline (Wave 2)	March 15, 2019

WAVE 1 (COMMUNICATION AND END-OF-LIFE: TRAIN-THE-TRAINER WORKSHOPS)

WAVE 1 HIGHLIGHTS

- LTC Trainers complete four hours of self-directed learning modules (prior to workshop)
- LTC Trainers attend a 16 hour in-class workshop, led by Algonquin College

Each LTC home selected to participate in Wave 1 will send two LTC Trainers to one of the train-the-trainer workshops. LTC Trainer #1 must be an educator (e.g. staff educator, clinical educator, corporate educator) or manager (e.g. director of care, assistant director of care, administrator, or department manager). LTC Trainer #2 may be in the position of educator, departmental manager, social worker, chaplain or spiritual care worker, registered nurse, or registered practical nurse. LTC Trainers will receive education resources for teaching palliative and end-of-life communication skills to PSWs in LTC. There will be eight workshops offered throughout Ontario (see Table 2 for locations and dates).

A total of 104 LTC homes will be selected to participate in Wave 1. Each of these LTC homes will receive wage support and travel support for two LTC Trainers. Each participating LTC Trainer will complete four hours of self-directed learning modules prior to the workshop.

Table 2. CEoL Train-the-Trainer Workshop Schedule

LOCATION	DATES
London	October 4, 2018 & October 5, 2018
Hamilton	October 11, 2018 & October 12, 2018
Barrie	October 18, 2018 & October 19, 2018
Mississauga	October 18, 2018 & October 19, 2018
Peterborough	October 25, 2018 & October 26, 2018
Timmins	November 1, 2018 & November 2, 2018
Thunder Bay	November 8, 2018 & November 9, 2018
Ottawa (FRENCH)	November 8, 2018 & November 9, 2018

WAVE 2 (COMMUNICATION AT END-OF-LIFE: PSW EDUCATION)

WAVE 2 HIGHLIGHTS

- LTC Trainers receive structured coaching (4 hours per LTC home), led by Algonquin College
- LTC Trainers teach CEoL material to PSWs in their LTC homes (16 hours of PSW Education)

Wave 2 will provide LTC homes with four hours of structured coaching for their LTC Trainers as they roll out the delivery of CEoL education to their PSWs. 35 LTC homes will be selected to participate in Wave 2. These 35 LTC homes must complete Wave 1 in order to receive support for Wave 2.

LTC homes will be eligible to receive wage support for their CEoL Trainers and CEoL PSWs to participate in Wave 2. All CEoL PSW Education sessions must be completed by **March 15, 2019**.

WAVE 1 – COMMUNICATION AND END-OF-LIFE: TRAIN-THE-TRAINER WORKSHOPS

LTC Trainer #1 must be an educator (e.g. staff educator, clinical educator, corporate educator) or manager (e.g. director of care, assistant director of care, administrator, or department manager). LTC Trainer #2 may be in the position of educator, departmental manager, social worker, chaplain or spiritual care worker, registered nurse, registered practical nurse.

SELF-DIRECTED LEARNING MODULES

LTC Trainers will receive four hours of self-directed training modules to be completed prior to attending the *CEoL: Train-the-Trainer Workshop*. These self-directed learning materials will cover:

- Teaching Adult Learners: Tips and Strategies
- Person and Family Centred Care: End-of-Life Basic Therapeutic Communication Skills
- Hospice Palliative Care

IN-CLASS TRAINING (CEoL: TRAIN-THE-TRAINER WORKSHOP)

This two-day workshop will provide LTC Trainers with tools and resources for teaching palliative and end-of-life communication skills to PSWs in LTC. Facilitated by Algonquin College faculty members, the workshop will prepare LTC trainers to provide training focused on:

- Discussing definitions, myths, and misconceptions related to palliative and end-of-life care
- How values, beliefs, and experiences can inform one's thoughts, attitudes, and care practices
- Understanding holistic care and the eight domains associated with illness and bereavement
- Understanding the four capacities required to establish a therapeutic relationship
- Practicing therapeutic communication skills: listening, paraphrasing, reflecting, summarizing
- Developing skills in communication with residents, families, and interdisciplinary teams

FINANCIAL SUPPORT

Financial support is conditional on the LTC Trainers' completion of the self-directed learning modules and attendance at the two-day *CEoL: Train-the-Trainer Workshop*. Funding will only be provided for LTC Trainers who have been approved, in writing, by the CLRI.

Funds will be distributed directly to the LTC home (by direct deposit) and not to the individual LTC Trainers. LTC homes will be provided with financial support claim forms following their acceptance into Wave 1. All Wave 1 financial support claims must be submitted to the CLRI by **November 30, 2018**. Claims submitted for Wave 1 funding after this deadline will not be reimbursed.

Wage Support

LTC homes are eligible to receive a contribution to the wages of their two accepted LTC Trainers. This includes four hours of self-directed learning and 16 hours of the in-class workshop, for a total of 20 hours per LTC Trainer. Wage support will be provided at a rate of \$43.75 per hour (for a total of \$875 per LTC Trainer).

Mileage

LTC homes are eligible to receive travel assistance for two trainers to attend the in-class workshop. Mileage will be reimbursed if a trainer travelled 100-200 km (one-way) to attend the workshop. Mileage will be reimbursed at the rate of \$0.41 per km in Northern Ontario (i.e. homes located in the following LHINS: North Simcoe Muskoka, North East, North West) and \$0.40 per km in Southern Ontario. LTC homes will be required to submit a Google map indicating the distance between their LTC home and the attended workshop location. Air travel will not be reimbursed.

Accommodation

LTC homes are eligible to receive financial assistance for up to two nights of hotel accommodations in a standard room for a maximum of \$200/night per LTC Trainer attending the in-class workshop. Original receipts are required for reimbursement.

Meals

LTC homes are eligible to receive reimbursement for two meals per LTC Trainer attending the in-class workshop. Including tax and gratuities, reimbursement will be provided to a maximum of: \$10 (breakfast), \$12.50 (lunch), and \$22.50 (dinner) for each meal. No alcohol will be reimbursed. Original itemized receipts

are required for reimbursement. A complimentary lunch will be provided on each day of the *CEoL: Train-the-Trainer Workshop*.

WAVE 2 – COMMUNICATION AT END-OF-LIFE: PSW EDUCATION

STRUCTURED COACHING

Coaching is an important aspect of the train-the-trainer model. Following completion of the *CEoL: Train-the-Trainer Workshop*, LTC Trainers will receive structured coaching from Algonquin College faculty members (four hours of coaching per LTC home). Coaching will be delivered in two key phases, before and after LTC Trainers deliver CEoL education to PSWs in their LTC home, to meet the needs of the individuals and their circumstances.

PSW EDUCATION

LTC Trainers will deliver 16 hours of in-class CEoL learning (four CEoL modules) to PSWs in their LTC homes. It may be possible to structure the PSW education sessions according to the LTC home's preference (e.g. two full days or four half days), however this should be discussed with the individual coach.

FINANCIAL ASSISTANCE

Wage Support (LTC Trainers)

LTC homes are eligible to receive a contribution to the wages of the LTC Trainers delivering the CEoL material. It is up to the home to decide whether one or both of the LTC Trainers will participate in the structured coaching and then deliver the material to PSWs.

Each participating LTC home will receive wage support for four hours of coaching and for the delivery of 16 hours of in-class training (PSW Education), for a total of \$875 per LTC home. Funds will be distributed directly to the LTC home (by direct deposit) upon completion of the PSW Education. LTC homes accepted into Wave 2 will be provided with the financial support claim forms. All Wave 2 financial support claims must be submitted to the CLRI by **March 15, 2019**.

Wage Support (PSWs)

LTC homes are eligible to receive a contribution to the wages of a select number of PSWs receiving the CEoL education. Wage support will be provided at a rate of \$25 per hour. The number of PSWs that will be eligible to receive wage support will depend of the size of the LTC home (see Table 3). PSWs must be fully trained (on CEoL modules 1-4) by **March 15, 2019** in order to be eligible for wage support. Funds will be distributed directly to the LTC home (by direct deposit). LTC homes accepted into Wave 2 will be provided with the

financial support claim forms and PSW training attendance forms. All Wave 2 financial support claims must be submitted to the CLRI by **March 15, 2019**.

Table 3: PSW Wage Support for Wave 2 (PSW Education)

SIZE OF LTC HOME	NUMBER OF PSWs ELIGIBLE FOR WAGE SUPPORT (PER LTC HOME)
Small (<98 beds)	5
Medium (99-159 beds)	20
Large (>160 beds)	30

HOW TO APPLY

LTC homes that are interested in applying for the CEoL Fund should have their Administrator complete the [CEoL Fund Application Form](#) by **August 31, 2018 (11:59 PM ET)**.

If you have any questions, please refer to the [CEoL Fund FAQ](#). For all other inquiries, please contact CEOLFUND@bruyere.org or 613-562-6262, ext 1985.



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