



Pallium Canada

Palliative Care Education for All Care Providers - Mobilizing Compassionate Communities
Formation sur les soins palliatifs pour tous les soignants - Mobiliser les communautés bienveillantes

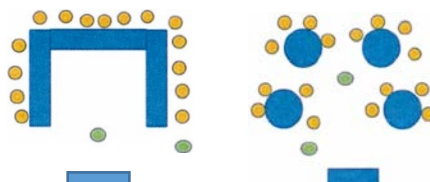
Checklist for Organising a LEAP session

12 Weeks in advance or earlier

- Create an account in portal.
- Review costing guidelines for different [LEAP Courseware](#) and review Pallium Canada's recommended guidelines.
- Book dates of the LEAP session.
- Estimate number of facilitators and participants:
 - Determine target audience and maximum number of participants based on Pallium Canada course guidelines.
 - LEAP sessions should be 1 facilitator for every 10 participants, to allow for small group discussions. Please see the requirements in the LEAP course specific facilitator manual.
- Book local Pallium Canada certified facilitator(s) (ensure local resources and collaborators are involved).

LEAP LTC requires that at least one member of the facilitation team works in the LTC setting. Other LEAP thematics (such as Renal, Paramedic, etc.) require one member of the faculty to have expertise in the relevant setting (associate facilitator).
- Please have LEAP Certified Facilitator(s) and Associate Facilitators complete COI form (Annex A), specific to the course or the session may NOT qualify for continuing education credits.
 - Representatives of commercial organizations – including, but not limited to, pharmaceutical, device and biotechnology companies – may not act as educators or presenters.
- Book the training site/facility:
 - Rooms with sufficient space are required and is part of the Terms of Use Agreement for use of the Pallium LEAP courseware. Control over heating and ventilation and natural light from windows is strongly recommended.
 - Keep in mind the room will need to accommodate equipment such as a flipchart, LCD projector or HDMI TV setup, video showing capacity (ensure no error with video playback) and speakers.
 - **LEAP LTC** requires an additional “breakout” room (total of 2 rooms, 2 laptops, 2 LCD projectors/screens with sound systems, 2 flipcharts).
 - Seating arrangement should be U-Shaped to *enhance participant collaboration and interaction*.

Other interactive recommended seating plans:



- Determine registration fee to cover costs. Pallium Canada solely charges the [participant registration fees](#). **Potential items you may have to budget for:**
 - Meeting space:
 - Space for up to 25 participants seated at round tables or in a “U” shaped seating
 - Option for breakout small group discussion
 - Other considerations: Tables, chairs, laptops, LCD projectors/screens with sound systems, flipcharts
 - Catering:
 - Morning coffee break
 - Afternoon coffee break
 - Lunch
 - Facilitators Fees. Pallium recommended Honorarium fees are:
 - Certified LEAP Facilitator \$800/ day
 - Certified Paramedic LEAP Facilitator \$800/ day
 - Certified LEAP Facilitator Coach \$900/day
 - Master LEAP Facilitators \$1 000/day
 - Other factors to consider if you opt for an “out of town” facilitator are accommodation and travel
 - Advertising and printing (Flyers are available in portal and on [Pallium’s website](#)).
 - Determine who will print off “Participant Manual” for participants (course organizers may do so or may request that participants print off the manual materials for themselves from the portal).
 - [Pallium registration fee](#) per participant.

8 weeks in advance

- Register the session through the Portal (Pallium Canada’s Learning Management System (LMS)). To do so you need to have the following information:
 - Type of course (e.g. LEAP Mini, LEAP Onco)
 - Venue address
 - Date of LEAP Session
 - Time
 - Number of participants
 - Seat Category (reserved, sponsored, open)
 - Billing address
 - Facilitators’ name
 - Coordinator’s name
 - The “[Portal how to guide](#)” will assist you with setting up your session. You will be contacted by Pallium when your session is approved in the portal. Contact Pallium Canada’s [Education Coordinator \(cdrake@pallium.ca\)](#) for assistance.
- Ensure Local Marketing is distributed and completed
 - Templates (Brochures/Flyers/Posters) will be accessible Pallium Canada’s website.*

- Send participant registration instructions provided by Pallium Canada.
- Print the “Participant Manual” if the organisation is doing so or invite participants to do so should they wish to have hardcopies.
- Arrange catering for the session.
- Arrange audio visual/equipment for the session
 - Required: *Laptop with DVD capability, LCD Projector, Speakers, Screen, Flipchart and Markers, Internet, “Prescription” pads (paper pads) for exercise.*

3 weeks in advance

- Send reminders to participants to register and complete the pre-course activities/ reflections through Pallium Canada’s Portal.
 - Learning Reflection tools include:
 1. Pallium Knowledge Quiz (for nurses and physicians)
 2. Pallium Attitudes to Palliative Care Survey
 3. Pallium Self-Perceived Comfort Survey

2 weeks in advance

- Finalise participant numbers, please send the final number to Pallium Canada so that Pallium Palliative Pocketbook (PPP) can be shipped to you on time for the session. ENSURE Pallium has the address for shipping of Pocketbooks.
- Prepare for the course with facilitators. Ensure that the following are in place:
 - Ensure all videos and presentations will play on the system
 - Pre-brief with other facilitators. Identify who will lead various modules, present the different theory bursts, facilitate the small groups and be time-keeper.
 - Print any necessary materials (manuals, handouts, etc.) as per facilitator instructions (accessible through Pallium Canada’s Portal, facilitator kits).

1 week in advance

- Confirm final numbers with catering.
- Ensure room set up request has been sent to appropriate person.
- Re-check slides, videos and speakers.

Day before

- Set up room(s).
- Check speakers.

Day of

- Take final attendance on the Pallium Portal after the session wraps up.
- Send e-mail to participants following a session reminding them to complete their post-course activities:
 - Palliative Care Attitudes Scale

- Pallium Self-Perceived Comfort Survey
- Pallium Knowledge Quiz (for physicians and nurses)
- Commitment to Change (remind participants that they will receive an email from Pallium in 4 months to “review” their commitment to change statements - see below)
- LEAP Evaluation
- Course completion certificates will be sent to all participants through Pallium Canada’s LMS **AFTER** the 4-month commitment to change document is received in the LMS

Post session - 3- 5 Days Post course

- Review activity completion report to confirm activities are being completed by participants in the Pallium portal:
 1. Palliative Care Attitudes Scale (Post-course version)
 2. Pallium Self-Perceived Comfort Survey (Post-course version)
 3. Pallium Knowledge Quiz (for physicians and nurses) (Post-course version)
 4. Commitment to Change statements
 5. LEAP Evaluation Form
 6. You may wish to review the Commitment to Change statements at 4/6-months post course as well)
- Confirm final attendee numbers with Pallium, so invoice can be finalised
- Facilitators who wish to claim CPD credits from the College of Family Physicians of Canada for facilitating LEAP can claim one non-certified credit per hour of teaching/presentation of LEAP courses and include hours of prep/research time. In addition they can complete the Linking Learning to Teaching submission form (see CFPC website) to claim 5 Certified credits.

Do not hesitate to contact Pallium Canada’s [Education Coordinator \(cdrake@pallium.ca\)](mailto:cdrake@pallium.ca) for assistance should you require any or have any questions.