

APPLICATION FORM

Personal Details – please use block capitals and READ NOTES SECTION BEFORE COMPLETION.

Name:

House Address:

House Phone No: Mobile No:

Job Title:

Work Address:

Work Phone No:

Contact Email for Course:  
(MANDATORY - PLEASE PRINT CLEARLY)

In order to collect by hand, please deliver my course materials to ☐ Home ☐ Work address.

Do you have experience and/or have you ever completed further education in Palliative care?  
Yes ☐ No ☐ If YES please outline level of palliative care experience and/or courses attended:

Please tick box indicating which syringe driver/pump your care area uses: ☐ McKinley ☐ Graseby

Special Requirements:

If you have any special requirements, please tick the box or complete the following:

Disabled access ☐ Dietary (PLEASE SPECIFY):

Other special requirements

The course fee is €500.

Please indicate below:

I enclose a cheque / postal order made payable to Milford Care Centre ☐

I would like you to invoice my employer ☐

I work in MCC/OLH and have a place approved ☐

If you require an invoice, please complete details as follows:

Name of Person to be invoiced:

Job Title:

Department

Organisation:

Address:

Contact phone number and / or email:

Examination Centre

The course will have an examination centre at Milford Care Centre, Limerick and our Lady's Hospice & Care Services, Dublin. The exam day is held from 09.30-13.00 (3.5 hours). You may finish earlier depending on your oral interview time. Your exam centre will be assigned to you before the opening night of the course. Depending on numbers it may not be possible to assign you to your first choice - please indicate your first choice below.

Milford Care Centre, Limerick ☐

Our Lady's Hospice & Care Services, Dublin ☐

No preference ☐

Please reserve me a place on the next 8-week programme ☐

Applicant Signature: Date:



Education, Quality and  
Research Department

Co-Ordinating Centre for

# The European Certificate in Essential Palliative Care



An 8-week  
distance learning  
course for all  
doctors, nurses and  
pharmacists

In association with Princess Alice Hospice, UK



Our Lady's Hospice & Care Services Education & Research Centre, Dublin



## Course Overview

This eight-week distance learning/home study programme is aimed at doctors, nurses and pharmacists working in clinical practice or who are new to specialist palliative care. This course has been developed for health professionals, based on the well established Princess Alice Certificate in Essential Palliative Care running in the UK for many years and which has been newly devised for European dissemination.

Attendance is required at the introductory evening session and the final assessment day only, which take place at Milford Care Centre, Limerick (MCC) or Our Lady's Hospice & Care Services, Dublin (OLH&CS).

This course has a newly edited handbook, includes clinical scenarios to aid in your learning and is divided into eight sections, each covering different principles and practice for delivering end-of-life care in any setting:

- What is palliative care?
- Who is palliative care for?
- Symptom issues in palliative care
- Patients with emergency conditions
- Patients in the last 48 hours of life
- Breaking bad news to patients and families
- Bereavement and support
- Common ethical issues

It is estimated that the main sections – symptom issues, emergency conditions, last 48 hours – will require approximately 10 hours of work to complete, including watching the DVD programme and reading the course handbook.

## Entry Requirements

In order to undertake the course, applicants must be qualified doctors, nurses or pharmacists and be working in a suitable practice setting e.g. in an acute hospital, nursing home, hospice or community and should have direct contact with patients requiring a palliative approach to care.

## Support During Your Studies

Candidates will be assigned a facilitator who will be either a Consultant or Doctor specializing in Palliative Medicine or a CNM / CNS working in specialist palliative care. Candidates can contact their facilitator during the course by phone or email for support and advice as required within reason. A site [www.e-life.ie](http://www.e-life.ie) has been set up to support candidates with their studies.

## Assessment

Learning will be assessed at four levels:

- Portfolio (Case Study): Candidates complete a portfolio of a patient with palliative care needs. Support from the facilitator is given to assist the candidates with this.
- Practical (Oral): There will be a short practical (oral) assessment by a Doctor and Nurse, looking at the knowledge and skills developed during the course.
- Written: The one hour written assessment will comprise multiple choice questions of a true/false nature.
- Key Competency: A short section on calculating common opioid conversions.

## Course Accreditation

On successful completion of the course assessments, candidates will be awarded a certificate and detailed breakdown of marks. The course has been awarded 35 Continuing Education Units (CEUs) from An Bord Altranais agus Cnaimhseachais na hEireann and 50 Continuing Professional Development Points from The Royal College of Physicians Ireland. This course is recognised by University of Limerick as having evidence of prior learning and has been awarded 15 ECTS (European Credit Transfer System) at undergraduate level.

## Course Fees/Bursaries

You must pay fee of €500 to complete the programme.

## Course Dates

The course will run twice in 2014 commencing on Monday 14th April (Spring intake) and again Monday 22nd September (Autumn intake), running for eight weeks. The closing date for applications is two weeks before each course commences, however you are advised to book early as places are strictly limited. The examination day will be held on June 11th 2014 (Spring intake) and November 19th (Autumn intake).

## Further Information

Please contact Lisa Pickham at Distance Learning Administration 061 485863 or email [distancelearning@milfordcarecentre.ie](mailto:distancelearning@milfordcarecentre.ie) to receive an application form and for further information, contact:

Distance Learning Administrator  
Education Department  
Milford Care Centre  
Castletroy  
Limerick.

*“This course is very user-friendly in that what you practise in the classroom you can put straight back into practice in clinical care”*

## Notes

1. To avail of a place on this course, **you must have an email address** that you check regularly. Once the course materials are posted to you all other contacts are via email.
2. Your place on the course is not confirmed until you have returned the application form and cheque by post and an email is sent to you upon receipt.
3. You are recommended to attend in person to the introductory evening (Spring intake – Monday 14th April, Autumn intake – Monday 22nd September) at your assigned examination centre. If you are unable to attend in person, it will be possible to review the introductory evening content via associated moodle website [www.e-life.ie](http://www.e-life.ie) the following day.
4. Additional optional study days at reduced cost have been developed for both intakes to assist candidates with their learning. For booking and cost enquiry please contact **host venue: MCC – 061 485 863** or **\*OLH&CS – 01-4068 806**.
  - Pain Management - MCC venue 14th May, 15th Oct. \*OLH&CS venue May 9th
  - \*Please complete choice of syringe driver section at the beginning of this application form
  - Reflective Portfolio Writing Workshop - MCC venue 29th April & 7th Oct
  - Communication and End of life Decision Making -\*OLH&CS venue Date TBC.
  - Palliative Care Emergencies - MCC Venue 14th May & 22nd October.
  - Psychosocial Issues in Palliative Care - OLH & CS venue Date TBC.
5. Course materials will be posted to you before course commencement. As the course package is quite large and to avoid any delay, it is imperative that you provide an address where the package will be able to be collected by hand or that you have a parcel delivery box available. Please ensure you have ticked the box on the application form if you wish to have your course materials delivered to your home or work address.
6. Your facilitator will work in specialist palliative care and will assist you during the course with any questions you might have. They will also look over your portfolio before submission and guide you where appropriate. A maximum of 3 hours throughout the course duration will be allocated by facilitators for portfolio facilitation.
7. Milford Care Centre reserves the right to cancel courses and will provide a full refund to applicants where this occurs. If the applicant is unable to attend a course following payment of the course fee and provides at least 28 days notice, a full refund will be given. If 10-28 days notice of cancellation is given, 50% of the fee will be provided and where less than 10 days notice is provided of cancellation, course fees will not be refunded. If you wish to defer your place to a future course/date **prior** to course commencement you will be required to pay a €100 course deferral fee. If deferral is granted by the course co-ordinator due to extenuating circumstances post course commencement, a fee of €200 will be incurred.

*“Helped me to know what to expect will happen at the end of life and hope that I can make a difference to the patient and family”*