



# Terms of Reference

## National LCP Facilitators Group New Zealand May 2011

### Purpose

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*To provide a collaborative support network for LCP Facilitators working within New Zealand.*

### Definition of LCP Facilitator:

- A health care professional either in a dedicated LCP Facilitator role or with a mandate to implement the LCP as part of their current role.

### Key Objectives of the group are to:

- Promote the ongoing development of the LCP and the LCP Facilitator role
- Share resources and new learnings
- Provide collegial support
- Promote the five-phase Service Improvement Model specific to LCP implementation, dissemination and sustainability.
- Maintain the integrity of the LCP document
- Promote best practice principles in change management
- Contribute to national and international benchmarking of end-of-life care
- Support local, national and international LCP associated research initiatives
- Provide feedback from LCP Facilitators through the National LCP Office NZ on LCP related issues to the LCP Central Team (UK) and/or Ministry of Health
- Support induction of those new to the LCP Facilitator role (as defined above)
- Contribute to the NZ LCP National Newsletter published twice a year
- Sustain a collaborative relationship between LCP Facilitators and the National LCP Office NZ.

## National LCP Facilitators' Group Forum

The National LCP Facilitators Group Forum is an annual two day meeting with a focus on education, national / international updates, and reflection on LCP implementation, dissemination and sustainability. The forum will support active participation and open discussion on all issues relating to LCP.

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How often:	Annually
Venue:	Wellington
Time:	2 Days
Attendees:	LCP Facilitators (as defined above)
Host:	Rotational
Terms of Reference:	Review annually

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### Roles and Responsibilities – Forum Host(s)

- Support the National LCP Office NZ in formulating the Forum's programme
  - Facilitate the Forum eg. Responsible for timekeeping, establishing group rules,
  - facilitating break out groups
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### Roles and Responsibilities – LCP Facilitators

- Attend the annual forum
  - Provide a brief written annual report including issues for discussion at the forum using the template provided by the National LCP Office NZ
  - Be a conduit for feeding back LCP information/updates to their organization/manager/local LCP resource nurse champions
  - Be an active and supportive member of the group
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### Roles and Responsibilities – National LCP Office NZ

- Provide administrative support for the National LCP Facilitators Group Forum eg distributing report template in a timely manner, collating issues submitted by LCP Facilitators in their reports, coordinating items/speakers for the programme, sending group members the final programme one week prior to the forum. Receive and record apologies.
- Arrange date, time, venue, morning tea and lunch for the forum
- Support those hosting the Forum
- Update facilitators on new developments
- Encourage sharing of issues and experiences of LCP facilitators
- Assist Hosts with travel/accommodation enquiries related to meeting venue

The National LCP Office NZ has a key role in supporting members of the LCP Facilitators group beyond the annual forum through;

- Orientation and support of new facilitators
- Ongoing support for registered projects they are involved in.
- Maintaining the integrity of the process and document
- Representing the NZ LCP at national and international forums
- Updating LCP Facilitators on developments and changes
- Leading and/or supporting and/or developing national initiatives to improve the quality of end-of-life care.

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*Reviewed May 2011*