

Learning Essential Approaches to Palliative Care (LEAP)

Criteria for LEAP Facilitator Certification

Professional Criteria for Becoming a Certified LEAP Facilitator

Palliative care education and practice are in rapid transition in Canada which requires that Pallium Canada adapt to meet these changing needs. Pallium embraces the richness that the clinical experience of facilitators brings to LEAP education and wishes to harness that experience to promote learning and developing palliative care capacity. Pallium also recognizes that formal training and skills in palliative care on the part of facilitators bring rigor to LEAP courses and enhance the value of the education. Pallium wishes to embrace both elements with these revised criteria for new facilitators.

Facilitators are healthcare professionals – including physicians, nurses and NPs, pharmacists, social workers, spiritual care providers, clinical ethicists, paramedics etc. The minimum criteria for becoming a Certified Facilitator are:

Criteria	
Professional qualifications and active provincial registration/licensing where applicable:	
Physicians	CCFP or FRCPC or equivalent*
Nurses NPs	RN (CHPCN or equivalent an asset*)
Social Workers	Bachelor or higher in Social Work from an accredited university (or equivalent)
Spiritual Care Specialists	Certified member of the Canadian Association of Spiritual Care
Pharmacists	Bachelor, or higher of Pharmacy from an accredited university and successful completion of national/Québec pharmacy examination (or equivalent)
Ethicists	Master's degree in ethics or equivalent
Paramedics	Licensed Advanced Care Paramedic in Provincial Jurisdiction
Experience	
MD/RN/SW/Spiritual Care/Ethicists:	Two years cumulative full-time clinical palliative care experience (see course requirements for further detail)
Pharmacist/Paramedic	Two years full-time relevant clinical experience



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<p>Education* & Educator Experience</p> <p>*Added skills and formal training in palliative care considered an asset</p>	<p>Completed a LEAP Course OR participated as an Associate Facilitator and resource in course delivery (for example: a provider, as above, who has advanced expertise, training and experience in palliative care and as an educator & who has experience assisting in LEAP course delivery with a certified facilitator)</p> <p>AND</p> <p>Relevant experience in educating professionals – could include academic, continuing education or advance certification courses (ACLS etc.), community or institutional (e.g. rounds) teaching experience.</p>
<p>LEAP Thematics:</p> <ul style="list-style-type: none"> • Oncology • LTC • Renal • Paramedic <ul style="list-style-type: none"> ♦ Hospital ♦ Heart ♦ Lung ♦ Surgery ♦ Emergency Dept 	<p>To acquire and maintain certification as a facilitator for a LEAP <u>thematic</u> the above credentials are required in addition to: Direct clinical care within the area of the thematic full time (or equivalent) for 2 years AND ongoing involvement in clinical work in that field. (see course requirements)</p> <p>For example: a palliative care professional who is also working in a specialized field such as a LTC home.</p> <p>♦ Future planned thematic</p>
<p>Associate Facilitator Category</p>	<p>Those applicants who do not meet all of the above criteria, but wish to help facilitate courses may qualify as an associate facilitator based on the following criteria:</p> <ul style="list-style-type: none"> • Experienced educator • Minimum one-year work and advanced training focused in area of expertise (e.g.: cardiac care, oncology, etc.) allowing co-facilitation of LEAP courses within area of expertise only (alongside certified facilitator(s)) <p>OR</p> <ul style="list-style-type: none"> • Minimum one-year work and advanced training focused in palliative care allowing co facilitation of all LEAP courseware alongside certified facilitator(s)

All Facilitators should be recognized as resource persons and champions in developing primary level capacity in palliative care in their communities. Paramedic facilitators will be recognized as leaders and resource persons for pre hospital care and education. Applicants will be asked to provide two letters of reference from their community of practice.

In order to become a certified LEAP Facilitator, applicants must:

1. Apply to become a facilitator submitting references from 2 colleagues (per the application form) and receive approval from Pallium to attend the Facilitator Workshop.
2. Successfully complete the LEAP Facilitator Training Workshop developed by Pallium Canada including pre course online work.
3. Partner with an experienced Facilitator (i.e.: Facilitator Coach) to co-facilitate two LEAP sessions following the workshop and receive a letter of satisfactory completion from the coach. Receive satisfactory participant evaluations.
4. Signs and abides by the Terms of Use Agreement and COI form which are signed at the time of doing pre course online work in the Pallium Portal prior to the Facilitator Training Workshop.
5. Maintain and abide by Pallium Canada's guiding principles.

Facilitators will receive a certificate upon successful completion of all phases of the Facilitator Training Program. The program is eligible for 30 certified Group Learning credits by the College of Family Physicians of Canada.

Certified LEAP Facilitator status will be valid for three years. Certified Facilitators are required to conduct 10 hours of LEAP facilitation per year. ♦♦ Ongoing certification will be accomplished through completion of short online modules featuring new material and will also be based on a review of participant evaluations. Pallium reserves the right to revoke certification if a Facilitator does not have satisfactory participant evaluations or fails to provide LEAP courses that uphold the guiding principles of Pallium Canada.

Decisions regarding admission to the LEAP Facilitator Training Program will also be based on geographical representation. It is recommended, where possible, that at least two certified LEAP Facilitators are available per community/region – to enable interprofessional co-facilitation.

♦♦Note that this does not include the two co-facilitate LEAP sessions following the Facilitator Training workshop.

Facilitating LEAP

Upon acceptance into the program, trainees will be provided with a kit of materials through the Pallium Portal Learning Management System (LMS) to support their upcoming facilitator role.

Periodically Pallium Canada may provide a coach to observe courses and assist in bringing further resources for course delivery and facilitation. Coaching supports continuing professional development for facilitators and ensures up to date LEAP courseware is available to all.

Role Descriptions

Associate Facilitator:

Works alongside a certified facilitator to assist in delivery of LEAP courses, or LEAP thematics in their area of clinical expertise but does not otherwise facilitate LEAP courses. Signs and abides by the Terms of Use Agreement and COI, and adheres to the guiding principles of Pallium Canada. Reviews the “Facilitating LEAP” module on the Pallium portal prior to assisting with courses.

Certified LEAP Facilitator:

- The applicant has successfully completed all phases of LEAP Facilitator Training.
- Signs and abides by the Terms of Use Agreement and COI, and adheres to the guiding principles of Pallium Canada
- Provides evidence of palliative care leadership/capacity building in the community (periodic survey of impact to be conducted by Pallium Canada).
- Receives ongoing positive feedback from participants.

Certified Paramedic LEAP Facilitator:

- All criteria as above minus providing evidence of palliative care leadership in the community outside of teaching the Paramedic LEAP course.

Certified Paramedic LEAP Facilitators are certified to teach only the Paramedic LEAP course autonomously with resource participation by an expert in clinical palliative care. Any other LEAP courses to which they might contribute on an interprofessional basis would be as an Associate Facilitator providing assistance to a certified LEAP Facilitator

Certified LEAP Facilitator Coach:

- The applicant meets all the requirements of certified LEAP Facilitator as above AND
- Has been approved by Pallium as a Facilitator Coach**(see below)
- Meets the criteria for Facilitator Coach and upholds the guidelines and expectations continuously
- Has completed the on-line (or face-to-face) “Coach Orientation Program”
- Receives ongoing positive feedback from trainees



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- Submits the “letter of completion” for trainees in a timely manner
- Provides evidence of palliative care leadership in the community (surveyed on annual basis for “regional impact on palliative care capacity”)
- Signs and abides by the Terms of Use Agreement and COI, adheres to the guiding principles of Pallium Canada.

Master LEAP Facilitators

There will be a tiered strategy towards LEAP Master Facilitation certification based on the following:

- The applicant meets all requirements of certified LEAP Facilitator & Coach as above.
- Has successfully facilitated more than 120 hours of LEAP (e.g. 10 LEAP Core Courses or more) and participates in 3 courses as a coach to facilitator trainees
- Receives consistent high-scoring evaluations from participants and trainees.
- Provides evidence of palliative care leadership and capacity building in the community (surveyed on annual basis for “regional impact on palliative care capacity”).
- Has been approved to provide LEAP facilitator training workshops
- Signs and abides by the Terms of Use Agreement and COI, and adheres to the guiding principles of Pallium Canada.

COURSE REQUIREMENTS:

Facilitators should conduct sessions as a team appropriate to the interprofessional make-up of the audience. The team can take a number of formats; however, it must include at least one certified facilitator who is a “palliative care clinician” (i.e. physician or NP or nurse whose setting of work is palliative care). Exceptionally, LEAP Paramedic courses are provided by certified paramedic facilitators alongside a certified facilitator who is a palliative care clinician (i.e. physician or NP or nurse whose setting of work is palliative care). If a LEAP session is to have College of Family Physicians of Canada (or equivalent) credits one of the Facilitators must be a physician. The team should as much as possible reflect the characteristics of the setting(s) of care.

All 2-day LEAP courses must have a maximum 10: 1 ratio of learners to facilitators/instructors with an ideal course registration of 20 and a cap of 25. A similar ratio is ideal for one-day MINI or one-day thematic LEAP courses but not mandatory. For these courses the ideal number of course participants is 30 with a cap of 40.



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Facilitation of a thematic requires that one of the two certified facilitators (e.g. pharmacist, ethicist, social worker, RN etc.) of a thematic course♦ (see below) meet the criteria for LEAP “thematics” OR that an Associate Facilitator participate alongside the certified facilitators in the delivery of the LEAP Thematic course. Participation by at least one “palliative care clinician” (i.e. physician or NP or nurse whose setting of work is palliative care) remains mandatory. For example: A LEAP Hospital would require: One certified facilitator who is a palliative care clinician (nurse or physician whose setting of work is palliative care) complemented by at least one certified facilitator (SW, pharmacist, spiritual care provider, etc.) whose setting of work is the hospital and/or an Associate Facilitator whose work setting is that of the thematic being taught – in this case, hospital.

** Coaches are chosen based on:

- Minimum 2 years of experience in successfully facilitating LEAP courses at a minimum of 40 hours LEAP course delivery or equivalent (as approved by Pallium with consideration of geographic location)
- Evidence of experience / training in how to give feedback
- Willingness to provide the level of coaching and support as outlined in “Guidelines and Expectations of Coaches”
- Demonstration of ongoing positive feedback from trainees
- Completion of the virtual or face to face Coaching Orientation provided by Pallium.

Coach role description: A coach guides facilitator trainees through the co-facilitation phase of their training following the guidelines and expectations of coaches as outlined by Pallium in the Coach Orientation Program.

♦ *Future planned thematic courses include: Oncology, LTC, Emergency Department, Renal, Paramedic, Heart, Lung, Surgery, Hospital*