PCOC palliative care outcomes collaboration

Complete the checklist below to identify what your organisation/service is doing well and what areas may need improvement to help embed and sustain the PCOC program into routine practice.

Name of organisation: _____   **Date of completion:** _____

Key Strategy 1: Leadership support for PCOC is secured, both at an organisational and service level	Yes	Mostly	Some-times	No
Key leadership staff*				
1. Provide direction on how to use PCOC reports				
2. Attend benchmarking workshops and/or PCOC events				
3. Provide opportunities for staff to participate in PCOC education				
4. Ensure the PCOC Assessment and Response protocol is included in relevant policies and procedures				

Key Strategy 2: Routine assessment and response	Yes	Mostly	Some-times	No
1. All five assessment tools are used to routinely assess patients				
2. Assessments are documented at point of care				
3. Clinicians have access to the full PCOC assessment definitions				
4. Patients and family are given the SAS tool to help rate symptom distress				
5. PCOC scores form part of clinical handover				
6. Assessment scores are used to help guide and plan patient care				
7. PCOC scores are discussed in care planning and patient review meetings				
8. All staff (including medical, nursing, allied health, pastoral care) use PCOC tools as part of patient assessment				

Key Strategy 3: PCOC data entry, extraction and quality	Yes	Mostly	Some-times	No
1. Data errors are identified and corrected				
2. Adequate time is allocated to ensure accurate data entry				

Key Strategy 4: Orientation and education	Yes	Mostly	Some-times	No
1. Orientation includes PCOC assessment and response protocol				
2. PCOC is regularly included in in-service education				
3. PCOC lanyard cards are provided to staff				
4. PCOC Essentials online course is completed by staff				
5. PCOC champions and clinical leads attend relevant PCOC workshops				
6. All staff (including medical, nursing, allied health, pastoral care) participate in ongoing PCOC education				

Key Strategy 5: Quality improvement and service development	Yes	Mostly	Some-times	No
1. PCOC reports are used to identify areas for quality improvement, service development and/or research				
2. Audit tools are used to ensure the accuracy and reliability of assessments				
3. PCOC case reviews are used as part of an improvement strategy				
4. Staff attend benchmarking and/or advanced workshops				
5. PCOC is integrated into quality systems (e.g. accreditation processes)				

* Key staff include the appropriate medical, nursing and allied health leads, quality manager