

## SIGN UP FORM

AGED CARE PALLIATIVE CARE  
JOURNAL CLUB MEMBERSHIP  
2010 / 2011

NAME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Cash        | <input type="checkbox"/> Registered Nurse Div 1 |
| <input type="checkbox"/> Cheque      | <input type="checkbox"/> Registered Nurse Div 2 |
| <input type="checkbox"/> Money Order | <input type="checkbox"/> PCA                    |
| <input type="checkbox"/> Visa        | <input type="checkbox"/> Manager                |
| <input type="checkbox"/> MasterCard  | <input type="checkbox"/> Other (specify)        |

CREDIT CARD NO:

\_\_\_\_\_

Expiry \_\_\_\_/\_\_\_\_

SIGNATURE: \_\_\_\_\_

## VENUE FOR MEETINGS

All meetings will be held at  
Banksia's offices:

Address:  
472 Lower Heidelberg Road  
Heidelberg 3084

## MEMBERSHIP ENQUIRIES

Eva Burns, Administration Officer  
Banksia Palliative Care Service Inc  
472 Lower Heidelberg Road  
Heidelberg 3084

Phone: 03 9455 0822  
Fax: 03 9455 3199  
Email:  
[learningcentre@banksiapalliative.com.au](mailto:learningcentre@banksiapalliative.com.au)

Return Sign Up Form to: Eva Burns



## AGED CARE PALLIATIVE CARE JOURNAL CLUB

BANKSIA PALLIATIVE  
CARE SERVICE INC



*Enrolment Application  
2010 / 2011 Membership*

Telephone: (03) 9455 0822

# INTRODUCTION

This group was established during 2004 by an innovative group of nurses working in Aged Care Facilities who had an interest in palliative care issues within the aged care industry.

Meetings are designed to encourage participative interaction so that members can draw on their own personal experiences in palliative care. This group is offered by Banksia Palliative Care Service Inc. to Aged Care Facilities across Victoria.

# TERMS OF REFERENCE

## 1. Aims of the Journal Club

The group meet together 3 times a year with the aim of:

- Informing members of the latest research and best practice in palliative care in the aged care setting.
- Providing a forum for members to discuss improving performance activities in palliative care.
- Stimulating discussion and reflection on palliative care practice issues.

## 2. Membership

Membership is open to all staff working in Aged Care Facilities

## 3. Chair / Secretary

**Chair** is rotated amongst members. Member presenting article to chair meeting.

**Secretary** Manager of Education, Training & Quality, Banksia Palliative Care Service Inc.

## 4. Frequency

A minimum of 3 meetings per year.  
Meeting dates to be advised at enrolment.

## 5. Extraordinary Meeting

Any member can request an additional meeting to discuss specific palliative care issues by contacting the chair who will co-ordinate the meeting date

## 6. Presenter

- Rotating amongst members
- Presenter is responsible for ensuring secretary has any reading material three weeks prior to the meeting to enable members to receive reading material two weeks before meeting.

## 7. Permanent Agenda Items

Attendance and Apologies

Previous Minutes

1. Information Sharing
2. Article Discussion
3. Any Other Business
4. Date of Next Meeting

## 8. RSVP

At least 7 days prior to each meeting date

## 9. Costs

**\$34 (incl GST) per financial year**

A fee of \$34 is payable at the start of each financial year to cover administration costs **excluding teleconferencing.**

**Please note:**

Teleconferencing should be arranged by the **member's facility.**

Telstra Costs for Teleconferencing:

Telstra Call Out set up fee (per link)

Domestic \$6.00 plus \$0.60 gst (total \$6.60)

Domestic Freecall

\$0.70 plus \$0.07 gst (total \$0.77)

Please note these costs were current at printing of this brochure.

Please contact Telstra on 1800 011 080 if you have any queries or wish to confirm costs.