

PROJECT AREAS FOR STUDENTS:

Outreach Work

1. I need a student that can compile for us a list of our partners and stakeholders (I.e. Physicians, funeral directors, counselling agencies, news outlets, etc.). The student can then categorize the list and create a contact binder. The student would then need to contact these stakeholders and confirm contact information.

If there is sufficient time we could then create mail out lists for various contact categories and purposes. Even if it is just an initial table of mail outs.

2. I need a student that can look at our service delivery brochures and other documents and assist in redeveloping overall look and audience focus.

Administrative Processes and Procedures

I need someone that can shadow our Program Assistant and identify the various administrative activities. This persons jobs is to categorize the activities, identify the steps, and tasks involved and develop an Administrative Process and Procedures Manual.

This manual will serve as our “If our PA falls off the face of the earth binder”. It will allow us to identify activities and processes and see the whole picture. With this baseline information we can:

- Continue services uninterrupted if our PA falls ill
- Free up are PA from certain processes and procedures
- More flexibly utilize interested volunteers
- Etc.

Palliative Resource Development

I would like a student that could research what resources are being used by other end of life services, societies, or associations in Canada for the general population’s consumption.

- Compile a list of online resource sites such as CHPCA, Virtual Hospice, etc.
- Compile a list of service providers found online with resource recommendations or lists
- Survey other visiting hospices and residential hospices to compile list of resources used (I.e. pamphlets, information, etc.)
- Categorize the type of literature available (Bereavement, general end of life, etc.)
- Look for advisory groups that make recommendations of resource quality etc.
- This student will receive guidance and support in developing a matrix to categorize and compile the resources.
- If the student is capable have them identify the top resources by examining citations in other resources using library search engines.

Volunteer Engagement Strategy

The agency is now looking at developing new structure within the agency (<http://nnpcn.com/volunteercorner/volunteer-opportunities/>). The purpose being to increase communication, support, and training for our volunteers. We would like to organize our volunteers into groups of 8-10. These pods of volunteers would have a volunteer lead that would be mandated to organize, coordinate, and chair team meetings, etc. (http://nnpcn.com/wp-content/uploads/2013/08/NNPCN_JD_Volunteer-Lead_2014.pdf). The initial step for us is selecting the leads, organize the composition of the volunteer groups, and training our leads. We need to create material support for our teams in terms of an orientation and expectations manual. I need a students for:

- Researching materials, organizing an orientation manual
- Someone with an IT background that can set-up collaboration software (i.e. 360 or sharepoint) for the teams to use.

Governance Orientation Package

The agency needs to develop an orientation package for new Board of Directors. This person will assist a board of director in this task. They will be directed to:

- Conduct research
- Gather materials
- Develop materials
- Develop orientation package etc.

Music program

It would be most helpful to conduct an environmental scan of NNPCN jurisdiction regarding existing music programs and to have health care practitioners, citizens, advise what the actual needs/gaps are.

- Can we build a case for a music therapist in our community?
- What are the volunteer resources we might draw on from talented local musicians if NNPCN initiates a program?
- In addition to a music therapist, do we need a music coordinator to translate evolving research into practise with programs for palliative care and dementia clients?
- Should we widen our collaboration beyond nursing homes/long term care facilities to incorporate Community Living? Seniors residences? eg Marina Point, Castle Arms. Corpus Christi, Barclay House etc
- How do we outreach/expand to SFalls, Mattawa, Hwy 11 corridor etc?

- Should we consult Kylie Klym, Sudbury for what works and what doesn't when starting out?

Room 217 Foundation provides a booklet to get us started. Hope this generates some interest with NipU students

Practice Review for Volunteer Home Visits

The agency needs someone that can review our practices, policies, and procedures as it relates to sending a volunteer into the home. They need to review for best practices, safety, and ensuring that we are complying with legislative requirements. They will.

- Conduct an environmental scan of other agencies practices
- Research legislative requirements
- Review existing policies and practices with new HPCO standards
- Make recommendations for change