

Building a Community-Based Palliative Care Program Series Tools

Course	Tool(s)	Benefits
How to Get Started	Implementation Team Worksheet	Allows you to think through who to include on your community-based palliative care integration and implementation team
Palliative Care Models	Palliative Care Models Guiding Questions Worksheet	Addresses the key questions organizations need to consider when selecting a palliative care model
Conducting a Needs Assessment	Needs Assessment Workplan	Details a step-by-step plan for conducting a needs assessment
	Key Stakeholder Worksheet	Helps you identify key stakeholders
	Needs Assessment Infrastructure Evaluation	Provides a worksheet for evaluating your organizational capacity to deliver palliative care
Identifying Potential Community or Organizational Partners to Strengthen Your Palliative Care Program	Partnership Evaluation Worksheet	Provides questions to determine your readiness for partnering and evaluating a potential partner
Metrics and Measurement for Palliative Care	Portfolio of Possible Measures Worksheet	Helps you decide if a given measure is a good fit for your program or organization.
	Palliative Care Measure Menu	Allows users to consider a wide range of metrics to demonstrate the quality of your program.
Data Driven Planning, Proposals and Presentations in Palliative Care	Twenty Tips for Compelling Proposals	Outlines essential elements of a data-driven proposal to a potential payer or partner.
Planning Your Implementation	Sample Job Descriptions	Provides examples of job descriptions for key staff
	Palliative Care Staff Training Plan	Outlines the key areas staff need training regarding and training resources to meet those needs
	Sample Policies	Provides examples of specific policies

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	Marketing and Outreach Planning Tool	Facilitates the development of a marketing and outreach plan
Billing for Palliative Care Services	Community-based Palliative Care Budget Worksheet	Enables organizations to develop a comprehensive budget to project operating margin for their program
Developing Partnerships with Payers	Community-based Palliative Care Return on Investment Calculator	Allows you to demonstrate the potential return on investment of your community-based palliative care program in a format that payers will understand
	Managing Organizational Change A Tool for Success	Walks you through the steps involved in your change management process
Facilitating Change	Change Planning Tool	Allows you to think through the structural/operational and personal/psychological changes that need to occur to successfully integrate your palliative care program
Educating and Empowering Your Patients and their Caregivers to Embrace Palliative Care	Identifying Goals and Values	Guides you through an exploration of patient and family priorities and values



Institute for Palliative Care