

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY AND EDUCATION UNITS

M E M O R A N D U M

FROM: Patty Hodder
TO: Distribution List
DATE: 21st December, 1988
SUBJECT: "Toward a Cancer Information Service"
- Release of report and recommendations

You are invited to attend a meeting to discuss the recently completed report by Sue Noy and Patty Hodder a copy of which will be distributed to you a week prior to the meeting.

DATE: 1st February, 1989
TIME: 11.00 a.m.
VENUE: HPF area - 12 Victoria Street, First Floor
(at the front of the building - Access through
Quit)


Patty Hodder

Distribution List

Prof. R. Lovell
Dr. N. Gray
Dr. D. Hill
Dr. R. Marks
Ms. D. Reading
Ms. S. Noy
Ms. S. Hirst
Ms. S. Gamble
Mr. R. Borland
Ms. S. Baxandall
Ms. P. Dobson
Mr. K. Pittman
Dr. C. Clifford
Ms. A. Holzer

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Patty Hodder

DATE: 23rd December, 1988

SUBJECT: SSP Unit Meeting 11th January, 1989

Patty, could you brief other Unit members on the Cancer Information Service report and plans to present same within the Council.

Kevin Pittman, manager EDP Department would be interested in receiving the report and being in on the meeting on the 1st February, 1989.



Susanne Baxandall
Coordinator
Social Service Policy Unit

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Nigel Gray

DATE: 22nd December, 1988

SUBJECT: ACS Committees and Communication within ACCV
Units

Nigel, following on from our talk on this subject today, I have spoken with Robin Marks and Dorothy Reading and a suggestion was made that ACCV staff who sit on ACS Committees, e.g. Patient Affairs and Public Affairs, should communicate regularly so that we are informed about ACS policy and developing policies.

Could we talk about this matter and look at workable ways of keeping each other informed.

I have accepted Brian Fleming's invitation to continue on the Patient Affairs Committee.



Susanne Baxandall
Coordinator
Social Service Policy Unit

c.c. RM
DR
DH
GG

WHERE PEOPLE DIE STUDY - EPICENTRE

PROJECT UPDATE

Discussion with Dr. Christine Clifford (20th December, 1988).

Activities thus far include:

- transcribing and transferring data from the birth, deaths and marriages registries.
- Damien Jolly to be involved in analysis of the above data.
- Jill, research assistant is preparing a bibliography.
- Christine to develop a research protocol in March.
- Also waiting to develop a Canstat on Palliative Care.



Susanne Baxandall
Coordinator
Social Service Policy Unit

c.c. All SSPU staff

21st December, 1988

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Sue Noy

DATE: 20th December, 1988

SUBJECT: Ian Gawler Letter

Sue, thanks for your update on activities. I understand the need for a go slow.

At last week's Social Service Policy Unit gathering of staff Sue Rawlyk suggested that Council offer a letter to people enquiring about Gawler et al. that promotes our Cancer Support Groups and patient support activities and does not mention Gawler specifically. Why give him a free plug?

Pat Dobson is to develop a statement about Council recognised cancer support groups.

We will forward the fruits of our labour early in the New Year for discussion.



Susanne Baxandall
Coordinator
Social Service Policy Unit

c.c. Pat Dobson
White File

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

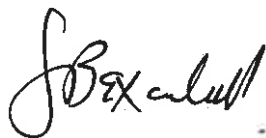
TO: Ray Snyder

DATE: 7th December, 1988

SUBJECT: Journal Article - "How to Spot a Cancer Quack"

Following on from our discussions, let's do it - write an article together targetting medical, social work, nursing and other relevant journals.

Could we talk about this soon?



Susanne Baxandall
Coordinator
Social Service Policy Unit

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Pat Dobson

TO: White File

DATE: 5th December, 1988

SUBJECT: CALL FROM PETER SMILEK 309.7360 A.H.

Peter called me to ask about contact with leukaemia patients and their families in Groups or individually.

He wants to establish a register of bone marrow donors in Australia after hearing of a similar project in the U.K. Peter has contacted several hospitals for information and is intending to fund raise to launch his idea. He has been in touch with the armed forces and wants to ask business firms to donate.

I told him to ring the Registry and explained the confidentiality aspect of patients records. He had already spoken to Vicki Higgins which he did not tell me and took her name and number to ring her next day.

I rang Vicki and discussed the call and she agreed to get some facts together for him and to try to deal with him on the telephone only. The story we heard at least agreed although there is not much logic involved.

There is a problem here and I hope he does not confuse too many people on the way or raise funds on false promises.

If you require more information on this matter please contact Vicki or myself.

Pat Dobson

Pat Dobson (Mrs)
Coordinator,
Cancer Support Groups

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Susan Fitzpatrick, VCOG

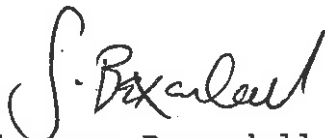
DATE: 30th November, 1988

SUBJECT: Follow Up Activities from the Consultation
on Medical Education

Susan, could I request a budget that includes all costs incurred so that I can reimburse the VCOG coffers.

Could I ask you to arrange a meeting for me to speak with Prof. Lovell to discuss some ideas following up the consultation, i.e. meeting with Clinical Deans and general catch up on palliative care activities.

I trust you had an enjoyable holiday. See you when I return from a week off.



Susanne Baxandall
Coordinator
Social Service Policy Unit

c.c. White File

File Update

OCEAN GROVE HOSPICE

SB talked with Dianne Martin (052) 554508 following her request for an ACCV Seeding Grant.

This group are up and running although I do not have a clear picture as to who is involved and doing what. We talked about money. I mentioned ACCV no longer offers seeding grants and suggested H.D.V. and V.A.H.C.P., and ACCV staff available to sound out ideas whenever necessary.



Susanne Baxandall

Coordinator

Social Service Policy Unit

30th November, 1988

ANTI-CANCER COUNCIL OF VICTORIA

REPORT TO V.C.O.G.

SOCIAL SERVICE POLICY UNIT

UNIT HEAD: Susanne Baxandall

DATE: 16th November, 1988

1. Palliative Care Update

There is considerable activity in this field across the State.

a) Palliative Care Council -

An advisory committee to the State Minister of Health on all aspects of Hospice/Palliative Care. The Chairperson is Mr. Bruce Redpath. A subcommittee on education and training was formed and is currently developing recommendations for the consideration of the Palliative Care Council. Chairing this Committee is Mrs. Margaret Ray, M.L.A. for Box Hill. The ACCV is represented in both places. The findings and recommendations should be completed for the Minister by March 1989.

b) Consultation

The consultation on educational needs of the medical profession in Palliative Care is to take place on Friday the 18th of November. A report of proceedings should be available.

c) Aged Care Research Group

The Health Department of Victoria in concert with the LaTrobe University commissioned the above group chaired by Dr. Anna Howe to develop a descriptive picture of the Victorian Hospice/Palliative Care scene. Their preliminary findings will be available soon.

d) Hospice Palliative Care Manual

The Citymission Hospice with some financial support from the ACCV are to prepare a Victorian manual for practitioners. Co-editors are Mrs. Anne Turley and Mrs. Patty Hodder. A cross-section of key people are involved including the ministerial groups mentioned above.

e) Where People Die Study

This ACCV Epidemiology Centre project is underway and a research assistant has been employed.

f) Australian Affiliation of Hospice Organisations

The outcomes of the August meetings are as follows: South Australia has accepted the chairing of this organisation for 2 years.

S.A. secretariat to convene working groups on relevant issues, develop policy and lobby strategies.

A National conference is planned for 1990.

2. "Backup" Project

Mrs. Patty Hodder has been commissioned for 12 months (June 1988-June 1989) by Council's Education and S.S.P. Unit's to review our information services including our telephone help and advise to people with cancer and their families. A report of findings and recommendations is underway.

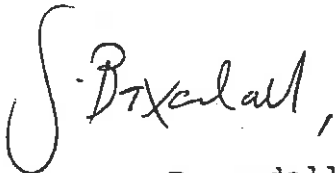
3. New Resource

The Starter Pack for Cancer Support Groups is complete and available.

4. Living With Cancer Education Program

A preliminary findings report is available from Dr. Ron Borland. Preliminary findings tell us that patients and families have reported some benefits. Given the small numbers in the study we are considering whether we proceed and if so how to build on the evidence and continue to evaluate the program.

Could I thank V.C.O.G. members for their constructive help to date with this project.



Susanne Baxandall
Coordinator
Social Service Policy Unit

16th November, 1988

PC-R-07

c.c. Ron Borland

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall
TO: Ron Borland
DATE: 16th November, 1988
SUBJECT: C.O.S.A. Social Workers Program

Topic: Research
4 presenters
20 mins. each

Date: Tuesday 22nd November, 1988

Time: 10.30-12.30 p.m.

Place: Room: Regency 2
Hyatt Kings Gate Hotel
Kings Cross 2011

Chairperson: Mrs. Kim Hobbs

Aids: Slide and overhead projector equipment booked

Expected Numbers: 50

Morning refreshments to be served.

Order form for papers attached.

c.c. White File

Susanne

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Sally Gamble

DATE: 11th November, 1988

SUBJECT: Brochure - Chadstone Community Health Centre

Here is a copy of their brochure. Staff from CCHC will be in touch with you regarding financial support to printing your ideas, the design and contacts for printers.



Susanne Baxandall
Coordinator
Social Service Policy Unit

c.c. Pat Dobson
Patty Hodder
Helen Wirtz, CCHC



MM 397

BREAST CANCER SUPPORT SERVICE

M E M O R A N D U M

TO: BCSS Nurses
COPY TO: Director of Nursing
FROM: Anne Lloyd
DATE: November 9, 1988
SUBJECT: Nurses' Meeting

The next nurses' meeting will be held on Wednesday, December 7, 1988 at 12 noon.

Sandwich luncheon will be provided as usual.

SPEAKERS

- (1) Susanne Baxandall - Coordinator, Social Service Policy Unit
SUBJECT: Update on patient and family resource material offered by the Council.

- (2) Carolyn Steele - Royal District Nursing Service
SUBJECT: Presentation of the Breast Prosthesis Kit, following several requests from nurses.

November 8, 1988

Victoria Police - C.S.G. and Services

Contact: Mary Anne Sinclair, Bowen Crescent, Police Complex.
265.2288

Areas discussed

- * I.D. call for support within police force.
- * Resources A.C.C.V. and broader
- * Develop networks for Mary V.O.S.W.G., N.A.L.A.G., A.A.S.W., V.A.H.C.P.
- * Suggested professional advisory panel as required for Victoria Police Cancer Support projects.
- * C.S.G. what to do, who to involve or Living with Cancer.
- * Handed over starter pack C.S.G.

Follow-up

- * Invitation to attend November O.S.W.G. and introduction to key Living with Cancer Social Workers.
- * Susanne Baxandall and Mary to meet again in December to discuss progress and options for ongoing preparation and support police welfare staff.



Susanne Baxandall
Coordinator, Social Service Policy

SB:ll

c.c. Pat

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Liz Tucker

DATE: 3rd November, 1988

SUBJECT: Literature Search Request

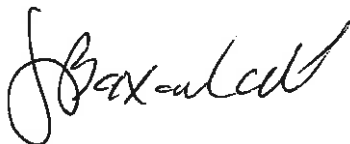
Could I request a literature search to assist several hospitals in the process to establish oncology units and palliative care services.

Specific focus is the contribution of social work in the oncology field, i.e. hospital, community or at the time of a person being diagnosed with cancer through to bereavement support.

While I am here could I ask for a list of the journals I look at along with a copy of the table of contents from a recent edition.

The latter request I need by next Tuesday p.m. if possible and the former as long as it takes.

Thanks,



Susanne Baxandall
Coordinator
Social Service Policy Unit

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

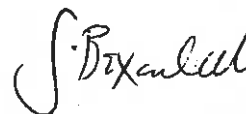
FROM: Susanne Baxandall
TO: Robin Marks
DATE: 2nd November, 1988
SUBJECT: Project Staff Meetings

Today all our unit staff discussed these meetings and we offer the following ideas:

- 1) Yes, the Project Staff meetings should continue as a way of sharing ideas, issues, problems, difficulties and successes. The General Staff meetings have improved with set topics, however, the opportunity to share the above is not appropriate.
- 2) Improvements include the following: having an agenda book centrally located with a person responsible for prompting project staff to submit items and call a meeting when sufficient items exist. For example, a project staff member could request a set time to talk about a particular new resource, issue, difficulty. This leaves some responsibility with project staff to determine agenda items.
Having a meeting because we always have a meeting is a waste of our valuable time.
Anne Lloyde has been elected as our spokesperson for the 7th of November meeting.

Could Pat and I formally put in our apologies. Pat has a meeting to form the first western suburbs Cancer Support Group and my child care meter runs out between 4-6 p.m.

Regards,



Susanne

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Nigel Gray
Robin Marks
David Hill
Dorothy Reading
White File
A.C.S. for information

DATE: 26th October, 1988

SUBJECT: A.C.S. Patient Affairs Committee Meeting,
Sydney, 21st October, 1988

Here is a report of the highlights from this meeting. It may be some time before the official minutes are ready as the next meeting is on the 24th February, 1989. The agenda for this meeting and action statement from the previous meeting are attached.



Susanne Baxandall
Coordinator
Social Service Policy Unit

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Robin Marks

DATE: 25th October, 1988

SUBJECT: Request for Capital Equipment

RECOMMENDATION:

Finance Committee consider this application for capital equipment from the Social Service Policy Unit, during this financial year.

The Social Service Policy Unit finds itself in need of more efficient word-processing equipment. At present the equipment that is being used has many drawbacks, including:

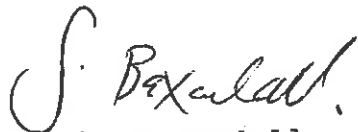
- frustrating waiting periods while the computer fulfils other functions for a number of diverse users;
- inadequate software for word-processing: Q-Office which is currently in use seems to have been developed as an after-thought and is user-unfriendly. It is also unnecessarily complex and slow to operate. The software is at present unable to perform such simple functions as automatically numbering pages.

The secretary is responsible to five senior staff members who generate a sizeable quantity of work but is continually being hampered by the slow speed of the facility.

To increase productivity and quality of presentation it has been advised by Mr. Damien Jolley that a Unitron IBM-compatible XT personal computer be purchased.

The initial and only outlay of approx. \$1750 (plus cost of wiring to an already established printer upstairs) will cover a 20 Megabyte hard disk drive with single floppy disk drive and monochrome monitor. This is the most cost-efficient equipment available. In comparison the Apple MacIntosh computers in other units at the ACCV average from \$3,250 to \$5,000.

The secretary is already well-versed in operating an IBM personal computer and would not require any additional instruction. She is also capable of using Desk-Top Publishing programs which are available at the ACCV but not on the equipment she is currently using. At the moment the Social Service Policy Unit is in the process of producing a number of handbooks, kits and educational handouts for cancer patients and the appearance and quality of the work would be much enhanced by the correct equipment.



Susanne Baxandall

Coordinator, Social Service Policy Unit

cc. Damien Jolley

Kevin Pittman

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

FROM: Susanne Baxandall

TO: Nigel Gray

DATE: 24th October, 1988

SUBJECT: B.C.S.S. Volunteer Visitor's Handbook 1988

Anne Lloyd, myself and members of the B.C.S.S. are in the process of preparing a useful handbook for volunteer visitors. Would you be able to write a short preface? The near final draft will be available at the end of October.

I have enclosed a table of contents.



Susanne Baxandall
Coordinator
Social Service Policy Unit

encl.

cc. White File

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ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

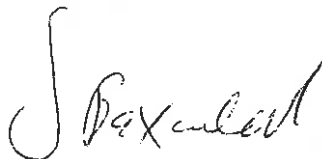
FROM: Susanne Baxandall

TO: SSPU Staff
Administration
Switchboard

DATE: 21st October, 1988

SUBJECT: SSPU Secretary's Working Hours

As from Monday 24th October, 1988, Marty Acton will change her working hours from 9.00-5.00 to 8.30-4.30. However, if there is a work overload she is happy to stay back.



Susanne Baxandall
Coordinator
Social Service Policy Unit

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

M E M O R A N D U M

TO: Dan Brewer

FROM: Anne Lloydde

DATE: 19th October, 1988

SUBJECT: INSURANCE FOR VOLUNTEER VISITORS

Susanne Baxandall and I are working on a volunteer visitor handbook and would like to include a section on insurance.

Could you please check the attached information on insurance and return it to me with any comments by Tuesday 25th October, 1988.

Anne Lloydde
Coordinator, Breast Cancer Support Service

INSURANCE

- * ACCV "Public Liability" insurance covers all volunteers' activities when they are working directly for the Council or its agents, in this case, the Coordinator of the BCSS.

- * Volunteers travelling by car are covered by Motor Insurance and on patient's premises are covered by the Household's Public Liability insurance which most homes now have.

- * Medical expenses can not be legally covered now except by medical insurance and work care only covers paid staff. (However, a small cover for Home Help, etc. in the case of need following any accident is held for volunteers.)

- * Professional Indemnity Insurance is not practical for teams of volunteers, so it is most important that the guidelines be followed when visiting patients. So remember, "Do not give medical advice". Volunteers who did so would be operating at their own risk and could be personally liable.

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

INTER-OFFICE MEMORANDUM

FROM: Susanne Baxandall
TO: Robin Marks
DATE: 13th October, 1988
SUBJECT: Visit of Dr. Richard Hillier, Medical Director,
Consultant Physician, Senior Lecturer in Palliative
Medicine, Countess Mountbatten House, South
Hampton, U.K.

Robin I have enclosed Dr. Hillier's C.V. and Melbourne itinerary.
The invitation list for this round table, 3.00-4.00 pm. 18th
October, is as follows:

Robin Marks
Prof. Lovell (apologies)
Ruth Redpath
Patty Hodder
Gerry Naughtin (HDV)
Lynn Wannan (HDV)
Caroline Mcleod (social worker, South Port Hospice)
Val Douglas (social worker, RDNS)
Representative from National Association for Loss and Grief



Susanne Baxandall
Coordinator
Social Service Policy Unit

c.c. Patty Hodder
White File

PRESENT APPOINTMENT

Medical Director, Consultant Physician and Senior Lecturer in Palliative Medicine, Countess Mountbatten House, Southampton, U.K.

Countess Mountbatten House is the third of 14 palliative care units in the U.K. As well as carrying out the expected functions of a teaching unit there is involvement in rehabilitation, close co-operation with general practitioners and hospital specialists, and an active research programme.

The Royal College of Physicians has now recognised Palliative Medicine as a subspeciality, and it is expected that Senior Registrars will be appointed shortly.

PAST APPOINTMENTS

1964-65	Junior hospital appointments.
1966,68-70	Research Fellow, National Institute of Medical Research, London.
1966-68	Medical Officer, British Antarctic Survey, Signy Island.
1970-72	Trainee, General Practice, Winchester.
1972-74	Principal in General Practice, Exeter.
1974-77	Principal in General Practice, Portsmouth.

SOME PUBLICATIONS

Hillier R. The role of the continuing care unit. In: Doyle D. ed. Terminal Care. Churchill Livingstone, 1979: 6-15.

Hillier ER, Lunt B. Goal setting in terminal cancer. In: Twycross RG ed. Proceedings of the International Seminar on Continuing Care of Terminal Cancer Patients, Milan. Pergamon Press, Oxford and New York, 1979: 271-278.

Lunt B, Hillier R. Terminal care: present services and future priorities. Br Med J, 1981, 283, 595-598.

Hillier ER. Oral narcotic mixtures. Br Med J, vol 287, 1983: 701-702.

Hillier R. Terminal care: the doctor's anxieties. Medical Education (International) Ltd, 1983: 681-683.

Hillier R. Pharmacological management of pain in advanced cancer. Medicine International, Vol 2, 1987: 1645-1648.

Hillier R. Principles of controlling pain. Cancer Topics, 1985: Vol 5, No.5: 49.

Hillier R. Terminally ill patient: medical and nursing care. In: ed Aaranson NK, Bechmann, J. The Quality of Life of Cancer Patients. Raven Press, New York, 1987: 239-253.



82

VICTORIAN ASSOCIATION OF HOSPICE CARE PROGRAMS

Dr. and Mrs. Hillier in Melbourne

Saturday 13th October, 1988

Arrive in Melbourne from Adelaide at 11.30 (TN27). Met at the Airport by Prof. Richard Fox and taken to the V.I.P. Flat at the Royal Melbourne Hospital.

Evening. Dinner Party arranged by Dr. Ruth Redpath

Sunday 16th October

Sightseeing.

Monday 17th October

(ADC for the day Dr. Nell Muirden)

Palliative Care Seminar at Caritas Christi Hospice, 104 Studley Road, Kew.
8.30 a.m. to 11.45 a.m.

Palliative Care Seminar at Peter MacCallum Cancer Institute, Sun Alliance Building, Level 9 456 Lonsdale Street, Melbourne.
12.45 p.m. to 3.30 p.m. (Lunch provided)

Meeting with Palliative Doctors Group at Anti Cancer Council of Victoria,
1 Reahdowne Street, Carlton.
5.00 p.m. to 6.00 p.m.

Seminar For Health Professionals in Palliative Care at College of Nursing, Australia,
2 Slater Street, Melbourne
6.00 p.m. to 10.00 p.m. (Dr. Hillier will arrive at 7.45pm)

Tuesday 18th October

(ADC for the day Dr. Ruth Redpath).

Meeting with staff at Little Company of Mary Hospital, 476 Kooyong Road, Caulfield South
10.00 a.m. - 12 noon

Lunch Time Seminar at Little Company of Mary Hospital
12.30 p.m. to 2.00 p.m.

Meeting with Mr. Gerry Naughtin, Department of Health Victoria and others at Anti Cancer Council
3.00 p.m.

Dinner and Seminar at Dandenong Palliative Care Service

Prothaceil app.

S.B.

P.H.

Gerry Naughtin

h.w. Wana

Carol McLeod

Rimcks ?

Ruth Redpath

? Val Douglas RONS.

Wednesday 19th October

(ADC for the day Sr. Margaret Ryan)

Meeting at Repat. Hospital arranged by Dr. John Zalberg 8.00 a.m.

Luncheon Lecture (Mercy Hospice Care), Maribyrnong Medical Centre Garden Street Campus
12.30 p.m. to 1.30 p.m.

Leave Melbourne Airport for Canberra 1525 (TN420)

Thursday 20th October

Arrive from Canberra 1745 (TN425)

Friday 21st October

Morning and Lunch Seminar at Citymission 6 Church Street, North Fitzroy
10.30 a.m. to 12.45 p.m.

Palliative Care of Cancer Patients
Continuing Medical Education
Faculty of Medicine
The University of Melbourne
Lecture Theatre N10
Royal Melbourne Hospital
Day 1 2.30 p.m. to 5.30 p.m.

Saturday 22nd October

Palliative Care of Cancer Patients (continued)
Day 2 9.00 a.m. - 12.15 p.m.

Leave Melbourne Airport for Sydney 1600 (TN418)

[Handwritten signature]

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

INTEROFFICE MEMORANDUM

FROM: Susanne Baxandall

TO: Dorothy Reading
Sue Noy
Pat Dobson
Sally Gamble

DATE: 10th October, 1988

SUBJECT: Gathering on 11th October to discuss patient
resource material

I thought it would be a good idea to jot down some areas to consider at this meeting.

- (1) Gaps in current information offered
- (2) Application of documents produced by the supportive measures working group
- (3) Process of producing resources
- (4) Budget for launches

Cheers

Susanne Baxandall
Coordinator
Social Service Policy Unit

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

INTEROFFICE MEMORANDUM

FROM: Susanne Baxandall

TO: Circulation Below

DATE: 6th October, 1988

SUBJECT: Supportive Measures Working Group

Please note that the meeting arranged for Friday 7th October, 1988 has been cancelled.

The new meeting date will be Monday 24th October, 1988 at 2.00-3.30 p.m. in Meeting Room 1.

Please R.S.V.P. to Marty on Ext. 134 by the end of next week.

AGENDA

- . Refreshments
- . Discussion of papers on social support and relaxation - these will come to you several days prior to the meeting.
- . Other matters.

Circulation:

Prof. Lovell
Dr. C. Clifford
Dr. D. Hill
Ms. S. Noy
Ms. S. Hirst
Ms. S. Gamble
Dr. R. Marks
Ms. P. Dobson
Ms. P. Hodder
Dr S Vaughan



ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

INTEROFFICE MEMORANDUM

FROM: Susanne Baxandall

TO: Nigel Gray
Robin Marks
Richard Lovell
Pat Dobson
Patty Hodder

DATE: 26th September, 1988

SUBJECT: Visit of Dr. Richard Hillier

Visiting lecturer, Dr. R. Hillier, Director of Hospice, Countess Mountbatten Hospital, Southampton, U.K. will be at the Anti-Cancer Council on Tuesday October 18th, 1988 at 3.00 p.m. I take this opportunity to invite you to a round-table meeting with him in Meeting Room 2. Refreshments will be provided.

Please confirm your attendance on ext. 134 by the end of this week.

cc. Dr. Ruth Redpath, Dandenong Palliative Care Service
Mr. Gerry Naughtin, HDV

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

INTEROFFICE MEMORANDUM

FROM: Susanne Baxandall

TO: Circulation below

DATE: 15th September, 1988

SUBJECT: Supportive Measures Working Group

Notice of Meeting

Time & Venue 12.00-1.30 p.m. Friday 7th October, 1988
Board Room, ACCV

R.S.V.P. A.S.A.P.

AGENDA

- . Lunch
- . Discussion of papers on social support and relaxation - these will come to you several days prior to the meeting.
- . Other matters.

Circulation List:

Prof. Lovell ✓
Dr. Christine Clifford ✓
Dr. David Hill
Sue Noy
Sheila Hirst
Sally Gamble
Pat Dobson
Patty Hodder
Dr. Robin Marks

S. Baxandall

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

MEMORANDUM TO ALL ANTI-CANCER COUNCIL VOLUNTEER UNITS

FROM: Staff from the Social Services Policy Unit

SUBJECT: Highlights of our activities to assist people with cancer and family members

DATE: 13th September, 1988

Yes it is that time of year again, completing annual reports, busy on various projects and gearing up for Cup-day activities. I thought it would be helpful for members of Council's Volunteer Units across the State to have an update of what services Council offers to people with cancer and their family members. Finding out about the requirements of patients, family members and health professionals is our first job. On the basis of these needs and requirements we offer services directly. For example, Breast Cancer Support, Patient Welfare Grant Services, Cancer Support Group program, Living With Cancer Education program, and a new project called Backup - telephone and advise.

Now a little about each service.

a) Breast Cancer Support Service

Since 1975 the Anti-Cancer Council has offered a service of information and support to women with breast cancer and their family members. Women who seek information about the many aspects of breast cancer can speak with our coordinator Mrs. Anne Lloyd. Sometimes before and after treatment women want an opportunity to talk with another woman who has had similar treatment. They may have questions about communication with partners, returning to work, and practical

aspects of swimwear and breast prosthesis. Breast Cancer Support Service Volunteers are women who have had breast cancer, participate in an education and support program and have agreed to add visiting other women to their busy lives. Anne Lloyde coordinates the volunteers visits. These visits may take place within a hospital or in a patient's home.

Breast Cancer Support Service nurses are trained nurses working in hospitals (public, private and base) and community (Royal District Nursing Service) who offer support and information about breast prosthesis, etc., while in hospital or on discharge.

Victoria's Breast Cancer Support Service is part of a national service. So if you went interstate you could expect a similar service. Educating health professionals is an additional aspect of this service.

b) Patient Welfare Grant Service

Mrs. Sue Rawlyk coordinates this practical service which is geared towards assisting families to stay afloat after an initial diagnosis of cancer. As you all know, there is much to consider and do on receiving a cancer diagnosis and assistance with finances can relieve some of the worry for families.

Sue accepts referrals from social workers, community nurses and patients to help them assess immediate requirements and organize ongoing financial management.

Some of the areas we help out with include transport to treatment centres, rates, and living allowances. This service provides Council with a window of patient needs and gaps in services.

c) Cancer Support Group Program

Many of you will know Pat Dobson who coordinates this program of self help. We know from research that people who face a life-threatening illness start to deal with this by seeking information and looking for activities that help them feel better during cancer treatments.

Starting a self-help cancer group is one way of people being in control and gaining support from others whether you are a patient, family member or health professional.

All communities are different and it is great to see the different ways people have got groups started. From this experience comes our guidelines for cancer support groups who wish to be recognized by the Council.

For our Units that have established a Cancer Support Group there are a few extras offered because you are part of the "firm/family". For example, seeding funds to get started. The funds that you raise on behalf of Council and all Victorian citizens with cancer can be called on by volunteer units for these local community activities. Information is important if you want to gain access to services and Council's listing of Victorian Cancer Support Groups and services is widely used by health professionals, including doctors, support groups and a wide range of community and business organisations. Pat's newsletter and regional workshops for Cancer Support Groups are an important way of keeping in touch with groups and sharing ideas on how to improve patient services.

A starter pack for groups is on its way soon.

d) Backup

Last year Council decided to relook at the need to offer a telephone help and advice service. Mrs. Patty Hodder is working with the Social Service Policy and Education Units for twelve months to make and help us implement recommendations.

Cancer patients, family members and health professionals need backup information and support and the Council may be in a position to do this better soon.

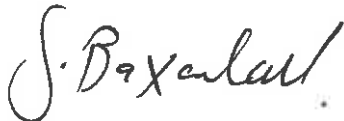
Other aspects of our Unit's work include:

- * Hospice/Palliative Care
- * Living With Cancer education program
- * Professional education
- * Advocacy

Maybe I could tell you more about these projects in my next note to you all.

In summary, the Council is involved in many aspects of cancer, including medical research, education, prevention, behavioural research and offering services from a sound factual base. The Social Services Policy Unit offers services to people with cancer and their family members, coordinates other support services for all Victorian citizens with cancer, and reminds policy makers of the need to consult patients.

Cheers for now,



Susanne Baxandall

Coordinator, Social Service Policy

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT
INTEROFFICE MEMORANDUM

TO: Ray Snyder
FROM: Susanne Baxandall
SUBJECT: Unproven Remedies
DATE: 7th September, 1988

This morning I had a telephone call from Sr. Beris Bird,
Palliative Care Nurse with Dandenong Palliative Care Services
(D.P.C.S.), asking me and ACCV if we knew about the "practices"
of a Dr. Chaocha, a G.P. based in Bentleigh.

Apparently a cancer patient known to D.P.C.S. has had
considerable difficulties after his forms of treatments.

Beris was unsure what to do so I suggested she contact you Ray,
and I mentioned that I would prepare this note for the record.

S. Baxandall

cc. NG
RM

UR-M-01

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Anne Lloyd
TO: Miss Adrienne Holzer
DATE: 5th September, 1988
SUBJECT: Nuisance Call - Ballarat Area RE: BSE

Person Complaining

Mrs. Judy Powell, 'Winview', Ballarat (053) 424-524.

Action Taken

I phoned the Ballarat Police (053) 377-222 and spoke to Sergeant Davis. He did not appear too concerned and suggested that we contact the local radio station 3BA 311-333 and get them to make an announcement. The police will keep a record of this in case they get any other calls and will follow up with Mrs. Powell.

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

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MEMORANDUM

FROM: Susanne Baxandall

TO: Adrienne Holzer

DATE: 2nd. September, 1988

RE: Invitations to Annual General Meeting

In response to your memo of 26th August, I would appreciate it if you would invite the following to the Annual General Meeting:

Mr. John O'Shea, Chairperson, Victorian Oncology Social Workers Group, C/- Social Work Department, Peter MacCallum Cancer Institute

Sr. Margaret Noone, Co-ordinator, Very Special Kids Inc., 31 Alma Road, St. Kilda 3182

Ms. Anne Turley, Executive Officer, Victorian Association of Hospice/Palliative Care, C/- City Mission Hospice, 10 Church Street, North Fitzroy 3068

Miss Norma Bryan, Director, Royal District Nursing Service, 452 St. Kilda Road, Melbourne 3004

MEMORANDUM

TO: Unit Heads and Directors

FROM: Adrienne J. Holzer

RE: Invitations to Annual General Meeting

Dare I assume, having received no replies to my memo of 8th August, that you do not wish to invite anyone to the Annual General Meeting?

This is now your last chance for invitations to be sent. Please give names and addresses to staff in the Secretariat no later than Friday 2nd September.

26th August, 1988

A.J.H.

Marty

- * Mr John O'Shea, chairperson Victorian Oncology Social workers Group C/- S.W. Dept P.M.C.U.
- * BR Margaret Noone, coordinator Very Special Kids Inc. 31 Almu Rd St Kilda 3182
- * Ms Anne Turley, Ex officer Victorian Association of Hospice / Palliative Care C/- Citymission Hospice
- * Miss Norma Bryan, Director Royal District Nursing Service

Could you ask Pat, Anne, Sue + Patty for additional people to invite. Thanks



MEMORANDUM

FROM: Susanne Baxandall

TO: Sue Noy

DATE: 30th August, 1988

SUBJECT: Cancer Information for Telephone Services

Could we conserve our energy and ensure we are not duplicating information offered by existing user pay telephone information services.

The M.J.A. have been behind the existing telephone service which offers information at a charge on subjects from rape to measles. They include breast cancer and other major sites.

I understand the College of G.P.'s is involved in developing an additional service and ACCV staff are preparing their pieces on site cancers and alternative treatments.

Should we stop and take stock before proceeding with this one or any further services and clarify our position, updates, etc?



cc. Dr. R. Marks
Ms. S. Gamble
Dr. N. Gray

CA-M-01

ANTI-CANCER COUNCIL OF VICTORIA: SOCIAL SERVICE POLICY
INTEROFFICE MEMORANDUM

TO: Social Service Policy Staff
FROM: Susanne Baxandall
SUBJECT: Living With Cancer Education Program
DATE: 25th August, 1988

Ron Borland is to present the initial findings from the 'CanCope' study at the 24th Congress of Psychology in Sydney this weekend. The evaluation of Living With Cancer is still to come. While waiting for the documentation could you advise social workers, psychologists and community health nurses that early next year we hope to be able to offer training for course teachers to offer the program at their workplace i.e. hospitals, community health centres and possibly A.C.C.V. #

Could you take the name and address of interested persons and ask if they would be happy to receive the study findings and be approached to run courses?

Ron and I are to present papers at C.O.S.A. in November and prior to that time, we hope to report back to all those involved thus far, probably a function at Council.



Susanne Baxandall

c.c. Ron Borland

ANTI-CANCER COUNCIL OF VICTORIA: SOCIAL SERVICE POLICY
INTEROFFICE MEMORANDUM

SB
PD ✓
SR ✓
AL ✓
PH ✓
Sec.

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S Baxandall

Susanne Baxandall

c.c. Ron Borland

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Susanne Baxandall

c.c. Ron Borland

ANTI-CANCER COUNCIL OF VICTORIA: SOCIAL SERVICE POLICY
INTEROFFICE MEMORANDUM

TO: Dr. Robin Marks

FROM: Susanne Baxandall

SUBJECT: Victorian Association of Hospice Palliative
Care (V.A.H.C.P.)

DATE: August 23, 1988

At our management meeting last week we floated an idea projected by Dr. Ruth Repath that A.C.C.V. could house, manage and fund the V.A.H.C.P. I have given these ideas considerable thought and have concluded that A.C.C.V. should offer a grant so that V.A.H.C.P. could appoint an administrative/organising person, find their own premises, be independent from Hospice services and us and call on A.C.C.V. as consultants as requested.

After discussions with the S.A. Hospice Association, they would strongly support the above 'non-directive' approach. The South Australian secretariat of S.A.A.H.C. Inc. have just accepted the chair of the Australian Affiliation of Hospice Palliative Care Groups (a position held by Victoria until 2 weeks ago).

Could we talk about this?



Susanne Baxandall

ANTI-CANCER COUNCIL OF VICTORIA: SOCIAL SERVICE POLICY
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Susanne Baxandall

ANTI-CANCER COUNCIL OF VICTORIA: SOCIAL SERVICE POLICY

INTEROFFICE MEMORANDUM

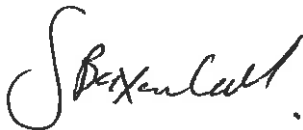
TO: Dr. David Hill

FROM: Susanne Baxandall

SUBJECT: Request: "Workstudy" Information

DATE: August 23, 1988

In a recent "white file" I noted that John Sullivan had forwarded information about a German program with some similarities to our Living With Cancer education program. Is this worth pursuing? *



Susanne Baxandall

ANTI-CANCER COUNCIL OF VICTORIA: SOCIAL SERVICE POLICY

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Susanne Baxandall

ANTI-CANCER COUNCIL OF VICTORIA: SOCIAL SERVICE POLICY
INTEROFFICE MEMORANDUM

TO: Dr. Christine Clifford
FROM: Susanne Baxandall
SUBJECT: Where People Die Study
DATE: August 22, 1988

Thanks for the opportunity to put forward ideas in preparation for the round table discussion on the 30th.

- 1) A data base is essential if Hospice/Palliative Care is to proceed in Victoria. i.e. a commonly agreed collection of need to know information about place of death etc.
- 2) The Victorian "Hospice movement" needs to know some of the following things:
 - . numbers of people participating in programs.
 - . numbers of people with life threatening illness who die outside programs. (Something about choice or lack of it in deciding place of death.)
 - . Accommodation at time of death.
 - . illness, type and duration.
 - . ethnicity
 - . age
 - . income
 - . time/activities and hospice staff ratios.
 - . time/activities and support/family ratios.
 - . identify social research questions from practice wisdom why do they need to know the above?
 - . Firm knowledge about the context in which each service operates has been ad hoc as they individually clamour for limited funds. Policy, research and funding bodies are calling on services to have such information.

- From the A.C.C.V. viewpoint, we need to know what is, and how it came about before we can entertain ideas of suggesting future policies and practices.
 - For each program collection of data should help management, accountability and funding approaches and not be a pain to implement.
 - Broadly speaking I think asking service providers to work out what is needed to know and nice to know information is the first step with this process.
- 3) I would like to know more about communications, expectations, and perceptions of palliative care and hospice services and dying from patients, family members and health professionals perspectives, coupled with the realities of working with people who have little time to live.
- 4) I would be interested to learn more about how people maintain control, hope and muster resources within these services. I wonder if there are differences between the "mechanisms" applied by patients, family members, and health workers.



Susanne Baxandall

file
SS

MEMORANDUM TO: Unit Heads

FROM: Robin Marks

DATE: 18 August 1988

SUBJECT: Complex enquiries to Anti-Cancer Council of Victoria

Please find enclosed an updated list of persons to whom complex enquiries should be directed from:-

- the media;
- senior government officials;
- big business related to our activities;
- lobby groups;
- solicitors;
- plaintiffs;
- people pursuing Freedom of Information enquiries;
- medical and scientific persons.

to:

Patient Welfare	- SB, AL
Smoking	- NJG, DH, MS (Quit)
Epidemiology	- GG
Cancer Statistics	- GG, VH, BS (Bronwyn Silver)
Medical	- RM, NJG, RL, RS
Public Relations	- NJG, RM, DH, AH
Skin	- RM, NJG
Behavioural Science	- DH
Mammography	- DR, NJG
Cervix	- DR, RM
Appeals, Fundraising	- BL, AH

On occasions a number of these people will not be available and their delegates can be:

NJG - DH, RM
DH - JC
RM - DH
GG - CC
SB - AL
DR - SN
BL - AH
AH - HA

DPM-M-14



22 AUG 1988

Anti-Cancer Council of Victoria

MEMORANDUM

Date: 15th August, 1988
From: Susanne Baxandall
To: Christine Clifford
Subject: Affiliation of Australian Palliative
Care/Hospice Programmes Workshops
12-13th August, 1988.

Just a short note to say thank you on behalf of the organisation group for convening an excellent workshop on establishing a database. I have enclosed the response sheets from each working group.

Dr. John Cavanagh from Q.L.D. has offered to assist you if required.

Over the next 2-3 weeks, would you prepare a summary for a National Newsletter?



Susanne Baxandall
Co-ordinator,
Social Service Policy

SB:11

Anti-Cancer Council of Victoria

MEMORANDUM

Date: 12th August, 1988
From: Susanne Baxandall
To: Patty Hodder
Subject: City Mission's Victorian Hospice Manual -
A practical guide for practitioners.

This morning I spoke to Anne Turley re A.C.C.Vic. role in support and finance. I advised her that it was Council's Social Service Policy's intention to match City Mission's financial contribution.

Anne mentioned that the overall budget was \$17,000 and A.C.C.Vic. contribution would be \$9,000. This is within my budget.

I have requested a formal request that includes the following: budget, timelines, and brief intention of the manual. Further, I mentioned A.C.C.Vic. staff would be available as consultants if requested. Could A.C.C.Vic. contribution be mentioned?



Susanne Baxandall
Co-ordinator,
Social Service Policy

SB:11

c.c. Anne Turley

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall
TO: Pat Dobson
DATE: August 4, 1988
SUBJECT: Kilmore Home Helpers' Workshop August 30, 1988

I have a clash of commitments on the 30th as of today, could we change this date with Kilmore?

Dr Christine Clifford is to conduct a workshop regarding her "Where People Die Study" on the 30th and I have been asked to submit a paper and be available.

Could we talk about this soon?

Susanne

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall

TO: Dr Nigel Gray
Dr Robin Marks

DATE: August 3, 1988

SUBJECT: Complex Enquiries to Anti-Cancer Council of Victoria
Management Memo Dated 13/7/88

Could I request that an additional category be added to page 2, item 2, i.e. patient support with myself as the senior person followed by Anne Lloyd, Patty Hodder, Pat Dobson and Sue Rawlyk.

My delegates can be - Anne Lloyd and Patty Hodder.

S. Baxandall

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Sonia Ward
TO: Mr Damien Jolley
DATE: July 28, 1988
SUBJECT: Transparencies

Could you please finalise the transparencies by this Friday
July 29, 1988, if possible?

Please find enclosed your copies and my original copies showing
the layout.

Please let me know today if you will have any difficulties.

I am willing complete the transparencies myself if you will show
me how.



ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall
TO: Dr Christine Clifford
DATE: July 27, 1988
SUBJECT: Discussion Paper "Establishing A Data Base".

This is just a reminder that we need your paper by July 29, 1988 for circulation to participants prior to the meeting on August 12, 1988.

Cheers.



ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall
TO: Sheila Hirst
DATE: July 18 1988
SUBJECT: Cancer Therapy Program

Would you be available to attend a meeting to discuss ideas for an Anti-Cancer Council of Victoria supportive therapies program?

The date of this meeting is Friday the 5th August 1988 between 12 Noon and 2.00 P.M. and lunch will be provided in the Boardroom at the ACCV.

A week prior to this meeting I will circulate a discussion document.

Could you let Sonia Ward know if you are able to attend or otherwise on Ext 134.

Susanne

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

TO: Dan Brewer, Accountant
FROM: Susanne Baxandall
DATE: July 14 1988
SUBJECT: Budget Update & Summary Of Grants To Other
Organisations 1988/89 Financial Year

Here is an updated Social Service Policy Unit budget update & summary of grants to other organisations for the 1988/89 financial year.

Anne Lloyde, from the Breast Cancer Support Service has asked if the following can happen with expenditure for temporary prosthesis?

In 1987/1988 budget funds were allocated for the purchase of temporary prosthesis. Unfortunately, the order was not complete within that financial year and will be taken up in 1988/89.

Is this okay and could you let Anne Lloyde know if it's not possible?

S. Baxandall,

**SOCIAL SERVICE POLICY UNIT
BUDGET UPDATE & SUMMARY OF GRANTS
TO OTHER ORGANISATIONS 1988/89 FINANCIAL YEAR**

A) Hospice/Palliative Care

- (i) Dandenong Palliative Care Service
Due August 1988-\$5,000
This is the final grant.
- (ii) Albury/Wodonga Palliative Care Service
Due August 1988-\$5,000
This is the final grant.
- (iii) La Trobe Valley Palliative Care
1st installment sent May 1988
Due 2nd installment May 1989
Due 3rd installment May 1990
- (iv) Middle Eastern Palliative Care
Taken up 1988/1989 from new grants budget item.
This group have yet to complete a formal request to
the Council that meets our eligibility criteria.
1988-1989 - \$10,000
1989-1990 - \$5,000
- (v) New Grants - \$10,000 allocated for hospice and
possible manual.

OTHER EXTERNAL GRANTS

- a) Sessional Medical Office
Dr. J. Steedman, Caritas Christi Hospice.
- b) Nursing Services
\$12,000 allocated 1988/89 budget for research project yet
to be determined.
- c) Victorian Association of Hospice Care Programs
Any requests for funds for education initiative to care
from new grants allocation.
- d) Special Transport Grant, Royal Children's Hospital
Each year a budget amount is allocated to the Social Work
Department of the Royal Children's Hospital.
The co-ordinator of the Council's Patient Welfare Grants
keeps a record of expenditure and forwards funds as
required.

- f) Cancer Support Groups
Volunteer training - Very Special Kids
\$2,000 due January 1989. This is the final payment.
- g) National Association For Loss & Grief (Victoria)
\$2,008 due June 1989. This is the final payment.
- h) New Voice Association - Newsletter
Annual grant of \$2,000 due June of each year.

NOTES ON OTHER BUDGET ITEMS

- i) Victorian Oncology Social Workers' Group
Balance June 30 1988 - \$1,360
The Co-ordinator of Social Service Policy is the Secretary to this group. The funds in this account are held in trust by the Council collecting interest at the current rate and accessed at the decision of Members (Chairperson, Secretary and Deputy Chairperson), directly to the Council's Accountant.
- j) Breast Cancer Support Service
\$2,500. Could this remain with this project 1988/89 financial year, to review mid year?
- k) Victorian Palliative Care Fund 84-810
\$30,000. Last year the Health Department of Victoria allocated the Council's SSPU a grant for us to undertake initiatives in the professional medical education palliative care field. VCOG are co-ordinating several activities later this year.
- l) Sunset Productions
\$3,666.90 balance 30/6/88 - This is a group from Box Hill College of TAFE making a film about kids with cancer.



Susanne Baxandall
Co-ordinator, Social Service Policy

SB/smw

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall
TO: Sue Noy
DATE: July 14 1988
SUBJECT: Personal Accounts From Cancer Patients And Family Members

Last week, Wayne Reed came in to talk with Pat Dobson and myself about his autobiography on "Facing A Life Threatening Illness - Leukaemia" and being a survivor many years on.

Wayne has presented his publication to Pan books, Pitman, Nelson and Methuen and Five Mile Press. Some suggesting that he doesn't stand a chance because of the cost and limited market, and others who seemed enthusiastic but unsure about how they could offer support.

Wayne has asked for assistance from us in offering a support letter to potential publishers, supporting in principle, the role of personal accounts.

From your expertise, could you offer any advice about publishing and printing houses that do small runs, or handle small publications?

Thank you in anticipation.

Susanne

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

TO: Sue Noy
FROM: Susanne Baxandall
DATE: July 14 1988
SUBJECT: Royal Australian College of General Practitioners
Telephone Information Service

Anne Lloyde has received a request to provide a script relating to the Breast Cancer Support Service.

Could we discuss with you whether we are going to offer scripts as part of this service, and if so, who you would like to give you a hand with these tasks?

I will be on annual leave next week, but could we take it up the week after?

S. Baxandall

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall
TO: Dr Christine Clifford
DATE: July 14 1988
SUBJECT: Where People Die Study

Yesterday, I had the opportunity to talk with Beverley Bird and Susan Humphries about their hospice and palliative care study, which would you believe, is looking at the impact of existing hospice palliative care programs and looking at developing a data base, to name a few things.

I have their permission to forward a copy of the summary of their project, which is attached, and a guide to their activities thus far.

I think they could be useful to be invited on any of the follow-up meetings for the ACCV study, but I'll leave that final decision up to you.

Bye for now.

Susanne.

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall
TO: Dr Ron Borland, Centre for Behavioural Research
Into Cancer
DATE: July 13 1988
SUBJECT: Request For Can Cope Research Protocol

Yesterday, I was talking with Beverley Bird who is a Research Fellow working with the Lincoln School Of Health Sciences on a Hospice and Palliative Care Study.

She has requested a copy of the Can Cope Research Protocol for private study purposes.

Could I have a copy please?

Susanne

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall

TO: Dr Robin Marks
Professor Lovell
Dr Ray Snyder
Dr David Hill
Dr Christine Clifford
Sue Noy
Patty Hodder
Sally Gamble
Dr Nigel Gray

DATE: July 13 1988

SUBJECT: Cancer Therapy Program

Would you be available to attend a meeting to discuss ideas for an Anti-Cancer Council of Victoria supportive therapies program?

The date of this meeting is Friday the 5th August 1988 between 12 Noon and 2.00 P.M. and lunch will be provided in the Boardroom at the ACCV.

A week prior to this meeting I will circulate a discussion document.

Could you let Sonia Ward know if you are able to attend or otherwise on Ext 134.

S Baxandall

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

Memorandum

FROM: Susanne Baxandall
TO: Dan Brewer, Accounts Department
Dr Robin Marks
Social Service Policy Unit Staff
DATE: July 13 1988
SUBJECT: Change of Address

On the July 20 1988 I move house and the new address is
181 Canterbury Road, Middle Park.

The telephone number is 534 3556.

S. Baxandall

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY UNIT

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Social Service Policy Unit Staff ✓
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SBL ✓

Anti-Cancer Council of Victoria

Education Unit

Memorandum

Date: 12th July, 1988
From: Resource Centre (Clare and Janice)
To: All Staff
Subject: Resources

Help! Janice and Clare in the Resource Centre are getting swamped by unannounced members of the public who just drop in to select and pick up a video or two, or seven. The Resource Centre is not a video shop or a public library. We cannot provide a service for casual borrowers who just pop in and do all the other things we have to get done.

If you recommend the ACCV resources to anyone, please make sure they are familiar with the booking system. If people are unsure of what they want and you don't know what to suggest, send them an ACCV catalogue and get them to ring Janice to discuss their selection over the phone, if necessary.

Just to refresh your memory, the booking system is as follows:

Bookings should be made by phone, two to four weeks in advance. Items will be ready for collection from the Resource Centre on the Wednesday afternoon of the week before they are required.

Most things can be posted out if necessary but extra time should be allowed for delivery when making a booking.

Life in the Resource Centre would be so much jollier if you could encourage borrowers to stick to this nifty little system!

Thanks,

Clare + Janice

Clare and Janice

GA-ICC-01:rc

ANTI-CANCER COUNCIL OF VICTORIA

SOCIAL SERVICE POLICY UNIT

Memorandum

TO: Dr Christine Clifford
FROM: Susanne Baxandall
DATE: 5 July 1988
SUBJECT: Palliative Care Project

As discussed today, here are my suggestions for people to participate in a "brain storming meeting".

- 1) Professor Dick Fox
 - As Chairperson, Victorian Association of Hospice Care Programs (VAHCP).
 - Chairperson of the initial meeting (November 1987) to discuss the need to ascertain where people die.

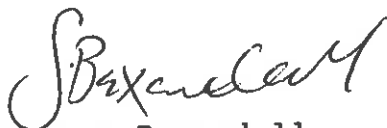
- 2) Dr Ruth Redpath
 - As Chairperson VCOG.
 - As Professor of oncology, hospital setting.

 - * As Member of the above Group.
 - * Chairperson VCOG Palliative Care Group.
 - * Chairperson of VCOG Medical Education Project.
 - * Palliative Care Physician in a community setting.
 - * Wife of Chairperson, Palliative Care Advisory Council - Health Department of Victoria with "Direct Line" to David White.

- 3) Mrs Yvonne Laird
 - Member of the above group.
 - Nurse representing Royal District Nursing Service.

- 4) Sr Margaret Ryan - Member of above group, but has not attended any meeting to date.
- Nursing Director, Mercy Hospice
-Community based Western Suburbs.
- 5) Dr Ian Haines - As Palliative Care Physician Repatriation Hospital and private practice.
- Heard about above group, wanted to be involved. Has good ideas and patient advocate.
- Also involved new program to prepare new doctors for work in palliative care at Repatriation Hospital.
- 6) Dr John Zalcborg - Came with Dr Ian Haines, was in process of establishing similar project for purposes of determining resources required.
- 7) Ms Irene Renzenbrink - As President of National Association For Loss & Grief.
- Good as a consultant for approaches to families.
- 8) Professor Lovell - Ideas clarifier person.
- 9) ? Others
- * Representative Australian Funeral Directors' Association, office in Melbourne.
 - * Representative Victorian Oncology Social Workers' Group.
 - * Representative Oncology Nurses' Group.
 - * Representative CBRC - Dr David Hill.

These above groups are helpful for ideas and access to people i.e patients, families and health professionals.



Susanne Baxandall
Co-ordinator, Social Service Policy

SB/smw

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY

Memorandum

TO: Pat Dobson, ACCV
FROM: Susanne Baxandall, ACCV
DATE: 4 July 1988
SUBJECT: Unproven Cancer Remedies Oncology Social Workers'
Group - Victoria

Pat,

Mary-Ellen Cheek from The Royal Women's Hospital is keeping an informal register of practitioners offering unproven cancer remedies so that social workers are informed of the latest quackeries and remedies.

Could I have a copy of all the information regarding the colonic wash program?

Thank you.

Susanne.

ANTI-CANCER COUNCIL OF VICTORIA
SOCIAL SERVICE POLICY

Memorandum

TO: Dr Ray Snyder
FROM: Susanne Baxandall, ACCV
DATE: 4 July 1988
SUBJECT: Request For Information

Ray,

I am reading the June Minutes of the VCOG Meeting.

I noted that a booklet called "Guidelines For Management Of Pain" was tabled. Could I please request a copy of this for private study?

Thank you.

Susanne