

28th June, 1991

Mr Laurie Wright
Executive Director
Australian Cancer Society
GPO Box 4708
SYDNEY NSW 2001

Dear Lawrie,

Re: **Victorian BCSS Procedure Statistics for 1987 and 1990.**

Enclosed are the Victorian Breast Cancer Support Service procedure statistics for the years 1987 and 1990 as requested by the Australian Cancer Society Executive.

In Victoria, the Breast Cancer Support Service consists of both nurses and volunteer visitors. I have calculated the number of women having mastectomies versus the number of women receiving conservative breast surgery for both the nurses and volunteer visitors.

Please contact me if you have any questions.

Yours sincerely,

Anne Lloyde
Coordinator
Breast Cancer Support Service

Enc.



BREAST CANCER SUPPORT SERVICE - VICTORIA

1987

Nurses saw a total of 830 women who were diagnosed with breast cancer.

Type of Surgery

Mastectomy	731
Conservative	84
Unrecorded	15

Volunteer Visitors saw a total of 107 women.

Type of Surgery

Mastectomy	100
Conservative	7

BCSS Profile Report for 1987 is attached.

* NB Some of these women may well have had a visit from a BCSS nurse and BCSS volunteer visitor.

1990

Nurses saw a total of 813 women who were diagnosed with breast cancer.

Type of Surgery

Mastectomy	644
Conservative	169

Volunteer Visitors saw a total of 167 women.

Type of Surgery

Mastectomy	139
Conservative	28

* NB Some of these women may well have had a visit from a BCSS nurse and BCSS volunteer visitor.

28th June, 1991

Julie Knoop/Trevor James,
Community Health Nurses,
Warracknabeal Neighbourhood House,
P.O. Box 249,
WARRACKNABEAL, 3393

Dear Julie/Trevor,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your enquiry about the **Living with Cancer Education Program**. Below is some information about this Anti-Cancer Council-developed program.

Living with Cancer is an eight-week program for people affected by cancer and their family and friends and is currently being offered in many metropolitan and country hospitals, as well as community health centres throughout the state. The preparation per week is about four hours, divided between two people over the eight week period. In addition, the program runs for two hours once a week. Professionally trained people in the fields of social work, nursing, palliative care, occupational therapy, psychology and physiotherapy have co-lead the groups. It has been an advantage in the past to have people from at least two different disciplines and we recommend that the organisation inform us who they nominate to run the **Living with Cancer Education Program**, for the purposes of the Audit.

The **Living with Cancer** kit comprises a manual, an Introduction for Course Leaders, video, brochures and posters, quarterly newsletter, audit and a yearly statewide evaluation report, etc., and is available at a cost of \$100 per kit as a contribution towards the cost of production. However, a copy of the Introductory booklet can be posted out to interested organisations for a contributory fee of \$5.00 and this gives an overall picture of the program. After each course, evaluation questionnaires for all course participants of the program are sent in to our Centre for Behavioural Research in Cancer for analysis and feedback.

Orientation programs for potential course leaders are held regularly here at the Anti-Cancer Council of Victoria at a minimal contributory cost. These orientations, run in three half-day sessions over a six month period, aim to guide and give hints and tips to potential leaders, with help from experienced course leaders, the next one being scheduled to begin in August, 1991.

Please find enclosed a couple of brochures, the current audit, the last three newsletters and interim State report on evaluations of programs currently running.

If you have any further queries, please do not hesitate to call me on 662 3300.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

cc: Robyn Hewitt, Warracknabeal Neighbourhood House - CSG.

28th June, 1991

Julie Knoop/Trevor James,
Community Health Nurses,
Warracknabeal Neighbourhood House,
P.O. Box 249,
WARRACKNABEAL, 3393

Dear Julie/Trevor,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8/8/91**

I have pleasure in advising you that you have both been accepted to participate in the Orientation for Course Leaders of this Anti-Cancer Council developed education program and your place is confirmed. The details are below and a program is enclosed.

In response to requests and the feedback from people involved in previous Orientations, we have changed the way we organise the program. The August intake of course leaders will be held in three 3-hour sessions over a six month period, the second session being held on Thursday, 19th September and the third and final session on Thursday, 21st November.

My consultants and co-leaders for these orientations are Robyn Jewell, from Living Skills Australia, Rev. Moss Arnot, from Pastoral Care at Peter MacCallum Cancer Institute, Valda Ferns, recently retired Oncology Social Worker from St. Vincent's Hospital and experienced course leaders of the program.

The Anti-Cancer Council of Victoria, like all other Victorian charity organisations is "feeling the pinch" financially and in order to meet 50% of the costs towards conducting these Orientations, we are asking each participant to contribute \$10.00 per person, per session. If this is difficult, let's talk. Could you please make cheques payable to the Anti-Cancer Council of Victoria?

WHEN: Thursday, 8th August, 1991

TIME: 9.30 am - 12.30 pm

VENUE: Anti-Cancer Council of Victoria's Board Room
1 Rathdowne Street,
Carlton South

A light lunch will be provided.

As you are coming quite a distance to participate in this Orientation, we have booked a car space for you underneath the Anti-Cancer Council. The entrance is the first driveway entrance in Rathdowne Street, just up from our main entrance and the ramp goes down to our basement carpark. Underneath immediately on the right hand side you will see Visitor's spots marked and you can park in any of those.

We look forward to offering you an exciting program and if you have any queries, please feel free to contact us.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lwc.augl

cc: Robyn Hewitt,

26th June, 1991

Loans Manager,
Commonwealth Banking Corporation,
433 Keilor Road,
NIDDRIE, 3042

Dear Sir,

RE: **MRS. ANGELA FEOLA**
9 EL RENO CRESCENT,
AIRPORT WEST 3042

I have seen the above client this morning with a view to helping to work out a fortnightly budget, by which she can meet her financial commitments.

As you can see by the enclosed sheet, Angela has an income of \$638.00 per fortnight and ordinary living expenses of \$567.50 per fortnight. This does not include clothing and expenses like school excursions. Neither does it include a number of small debts owed to local shopkeepers or the school fees for her teenage daughter. It does however, include a payment of her home loan at the rate of \$25.00 per fortnight and the full payment of her personal loan at \$72.50 per fortnight.

Mrs. Feola has agreed to stick to this budget and in order to help her commence this, the Anti-Cancer Council of Victoria will pay her loan repayment of \$145.00 which was due on 7th June, 1991. She should commence payments at this rate on her first pension day in July, 1991. A cheque for the above amount will be forwarded shortly.

Yours sincerely,

CHRISTINE WALKER
Welfare Grant Co-ordinator
SOCIAL SERVICE POLICY UNIT

FORTNIGHTLY INCOME

MRS. ANGELA FEOLA

\$638.00 - Combined Invalid Pension

Fortnightly Expenditure

S.E.C.	\$ 30.00
Gas	\$ 25.00
Water	\$ 25.00
House Loan Repayment	\$ 25.00
Personal Loan	\$ 72.50
Food	\$200.00
Dentist	\$ 25.00
Council Rates	\$ 20.00
Telephone	\$ 25.00
Petrol	\$100.00
Sundries	\$ 20.00

\$567.00

26th June, 1991

John Castle,
Town Clerk,
City of Keilor,
Macedon Street,
KEILOR, 3036

Dear John,

RE: **MRS. ANGELA FEOLA**
9 EL RENO CRESCENT,
AIRPORT WEST, 3042

I have seen the above client today and worked out a budget with her to help her live within her income limit.

Currently, she has fortnightly commitments of some \$567.50 per fortnight and an income of \$638.00 per fortnight. These commitments do not include things like clothes, the children's school excursions or any luxury items. Neither does it include a number of large debts, which I am trying to renegotiate for her. I feel she could live within her budget if she was able to pay off the Council rates at \$20.00 per fortnight, commencing from her first pension cheque in July.

I have requested that she at least commence at this rate to show her good faith. I would be grateful if you could consider this matter at your convenience.

Yours sincerely,

CHRISTINE WALKER
Welfare Grant Co-ordinator
SOCIAL SERVICE POLICY UNIT

24th June, 1991

David Rogers,
Co-ordinator,
Challenge Cancer Support Network,
171 City Road,
SOUTH MELBOURNE, 3205

Dear David,

RE: VICTORIAN ONCOLOGY SOCIAL WORKERS' GROUP

Following our telephone conversation this morning, here is a swag of information about the Victorian Oncology Social Workers' Group. We look forward to seeing you at the next meeting on Wednesday, 10th July. I will be on annual leave for July, but hope to catch you at the August 14th meeting.

Yours sincerely,

SUSANNE BAXANDALL
Hon. Secretary
VOSWG

Encl.

24th June, 1991

Heather Wain,
Vice President A.C.S.,
ACT Community & Health Services,
P.O. Box 825,
CANBERRA, 2601

Dear Heather,

Several things, the first being the national gathering of Cancer Information Service staff to be convened on 29th August, here at the Anti-Cancer Council of Victoria. A copy of the proposal and preliminary agenda is attached. I understand that on Friday of last week, the Public Affairs Committee met to discuss this proposal and I am unsure to date as to whether they decided to allocate the funds.

With regard to our national committee, Patient Affairs seems like the obvious name for such a gathering. My time has just run out before I go on annual leave and I will be back at work for the first week of August. With a fresh mind, I should be able to put my hand to some additional ideas for terms of reference and membership.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Mrs Diane Cox
6 Smyth Street
CHELSEA HEIGHTS 3196

Dear Diane,

**Re: Breast Cancer Support Service - Talk to Cancer
Nursing Course Students**

Thank you for agreeing to participate in this session with Carolyn Steele and myself.

The details of the session are as follows:

Date: Monday, 1st July, 1991

Time: 11.00 am - 12.30 pm

Venue: Peter MacCallum Cancer Institute
Nursing Education
9th Floor
Sun Alliance Building
456 Lonsdale Street
MELBOURNE.

PHONE: 641 5380

Contact: Lera O'Connor, Course Coordinator

Please call me if you have any questions.

Regards,

Anne Lloyd
Coordinator
Breast Cancer Support Service

25th June, 1991

Diane Price,
Social Worker,
Bethlehem Hospital,
P.O. Box 134,
CAULFIELD, 3162

Dear Diane,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$3,760.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Aileen Halloran,
Oncology Social Worker,
St. Vincent's Hospital,
Victoria Parade,
FITZROY, 3065

Dear Aileen,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$5,640.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Ralph Hampson,
Senior Social Worker,
Royal Children's Hospital,
Flemington Road,
PARKVILLE, 3052

Dear Ralph,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$17,860.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Paddy Begg,
Senior Social Worker,
Royal Melbourne Hospital,
P.O. R.M.H. 3050

Dear Paddy,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$5,640.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Marilyn Fahey,
Senior Social Worker,
Royal Women's Hospital,
Grattan Street,
CARLTON, 3053

Dear Marilyn,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$1,880.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Tony Cole,
Chief Social Worker,
Alfred Hospital,
Commercial Road,
PRAHRAN, 3181

Dear Tony,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$3,760.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Phil Cornish,
Senior Social Worker,
Austin Hospital,
Studley Road,
HEIDELBERG,

3084

Dear Phil,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$3,760.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Diana Close,
Senior Social Worker,
Peter MacCallum Cancer Institute,
481 Little Lonsdale Street,
MELBOURNE, 3000

Dear Diana,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$23,500.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Jo McLean,
Chief Social Worker,
Prince Henry's Hospital,
St. Kilda Road,
MELBOURNE, 3004

Dear Jo,

RE: WELFARE GRANT ALLOCATION - JULY 91 - JAN 92

Please find enclosed an Anti-Cancer Council cheque for \$3,760.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

25th June, 1991

Dr Gaynor Simmons
The Breast Clinic
Freemason's Hospital
320 Victoria Street
EAST MELBOURNE 3002

Dear Dr Simmons,

Re: Breast Cancer Support Service Nurses Manual

We have compiled this manual for BCSS nurses to refer to as needed. It aims to provide a basic reference for the BCSS nurse, to consolidate and build on her existing knowledge and experience, and to enhance her understanding of how women and their families react and cope with breast cancer.

The manual contains three main sections:

Breast Cancer and the Anti-Cancer Council of Victoria,
Breast Cancer and Treatment, and
The Woman with Breast Cancer and Her Family.

Could you please read the attached section on Breast Cancer and Treatment to make sure that the information is accurate.

We have also attached the Table of Contents for your information.

It would be appreciated if we could receive your comments by Friday, 28th June, 1991.

Yours sincerely,

Anne Lloyd
Coordinator
Breast Cancer Support Service

25th June, 1991

Mr Paul Kitchen
295 High Street
LOWER TEMPLESTOWE 3107

Dear Mr Kitchen,

Re: Breast Cancer Support Service Nurses Manual

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Yours sincerely,

Anne Lloyd
Coordinator
Breast Cancer Support Service

24th June, 1991

Miranda Brockman,
Bridget Clancy Women's Health Centre,
(St. John of God Hospital),
P.O. Box 20,
BALLARAT, 3353

Dear Miranda,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your enquiry about the **Living with Cancer Education Program**. Below is some information about this Anti-Cancer Council-developed program.

Living with Cancer is an eight-week program for people affected by cancer and their family and friends and is currently being offered in many metropolitan and country hospitals, as well as community health centres throughout the state. The preparation per week is about four hours, divided between two people over the eight week period. In addition, the program runs for two hours once a week. Professionally trained people in the fields of social work, nursing, palliative care, occupational therapy, psychology and physiotherapy have co-lead the groups. It has been an advantage in the past to have people from at least two different disciplines and we recommend that the organisation inform us who they nominate to run the **Living with Cancer Education Program**, for the purposes of the Audit.

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Please find enclosed a couple of brochures, the current audit, the last three newsletters and interim State report on evaluations of programs currently running.

If you have any further queries, please do not hesitate to call me on 662 3300.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

24th June, 1991

Miranda Brockman,
Bridget Clancy Women's Health Centre,
(St. John of God Hospital),
P.O. Box 20,
BALLARAT, 3353

Dear Miranda,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your enquiry regarding the above program. We will put you on the list for our first Orientation in 1992. If we follow this year's plan, it will be February. In the meantime, here is the latest copy of the audit, the newsletter for **Living with Cancer** course leaders and a couple of brochures.

I have also enclosed a copy of our "introductory letter" giving a brief description of the **Living with Cancer Education Program** and if there is anything we can do to help you prepare for this early next year, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

24th June, 1991

Sylvia Sauter,
Swedish Cancer Society,
Box 17096 S-104 62
STOCKHOLM,
SWEDEN

Dear Sylvia,

Thank you very much for the most enjoyable music tape and your information. We are still in the process of doing the analysis of our survey of cancer support groups but thought you might be interested in looking at data collection sheets and the process by which we have encouraged the groups to review their own activities.

I trust you enjoyed your visit to Australia and are settling back in at the Swedish Cancer Society.

Regards,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

24th June, 1991

Dr Gytha Betheras
96 Grattan Street
CARLTON 3053

Dear Dr Betheras,

**Re: Breast Cancer Support Service - Volunteer Visitors
Meeting - "Relationships and the Volunteer's Role of
Supporting Women in this Area."**

I am writing to confirm arrangements for you to facilitate a discussion with the BCSS Volunteers about relationships and their role of supporting women who have recently had treatment for breast cancer.

The meeting will be held on Tuesday, 9th July, 1991 from 2.30 - 3.30 pm in the Boardroom at the Anti-Cancer Council of Victoria.

As discussed, your fee for the session will be \$50.00 and a car space will be provided for you underneath the building.

Please contact me if you have any questions.

Yours sincerely,

Anne Lloyd
Coordinator
Breast Cancer Support Service

24th June, 1991

Dr. G. Morsten,
Oncology Unit,
Austin Hospital,
Studley Road,
HEIDELBERG,

3084

Dear Dr. Morsten,

RE: **ANTI-CANCER COUNCIL SUPPORTIVE MEASURES
INFORMATION SERIES FOR CANCER PATIENTS,
FAMILY MEMBERS AND HEALTH PROFESSIONALS**

Could I ask for your help in looking at the attached listing of topics to be included in the Supportive Measures information series. You will recall from the March meeting of the Victorian Co-operative Oncology Group that the Anti-Cancer Council has had many requests from cancer patients, family members, oncologists, general practitioners and community health nurses, wanting a reliable source of information of measures that can assist someone to cope and feel better during the process of treatment for cancer.

At the VCOG meeting coming up on 26th June, project worker Sandy Benjamin and myself will be offering an update to VCOG members. Could I ask for your comments on the scope of the information? At present, a professional writer is editing our information on each subject. The intention is to develop an information series with the **Living with Cancer** identity, but offers a description for each supportive measure, for example, acupuncture will provide an introduction as to why the Supportive Measures project was developed and what it intends to do, a description about what acupuncture is, a legal disclaimer and information about where you could get acupuncture and possible costs. This information will also form a part of the database of the Cancer Information Service.

When the professional writer has finished her work, we would like your comment on the content. This will be during the month of August, in preparation for the September 11th VCOG meeting.

Should you have any queries, please feel free to contact myself or Sandy Benjamin.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

24th June, 1991

Dr. M. Guiney,
Peter MacCallum Cancer Institute,
481 Little Lonsdale Street,
MELBOURNE, 3000

Dear Dr. Guiney,

RE: **ANTI-CANCER COUNCIL SUPPORTIVE MEASURES
INFORMATION SERIES FOR CANCER PATIENTS,
FAMILY MEMBERS AND HEALTH PROFESSIONALS**

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

24th June, 1991

Dr. M. Green,
Oncology Unit,
Royal Melbourne Hospital,
P.O. R.M.H. 3050

Dear Dr. Green,

RE: **ANTI-CANCER COUNCIL SUPPORTIVE MEASURES
INFORMATION SERIES FOR CANCER PATIENTS,
FAMILY MEMBERS AND HEALTH PROFESSIONALS**

Could I ask for your help in looking at the attached listing of topics to be included in the Supportive Measures information series. You will recall from the March meeting of the Victorian Co-operative Oncology Group that the Anti-Cancer Council has had many requests from cancer patients, family members, oncologists, general practitioners and community health nurses, wanting a reliable source of information of measures that can assist someone to cope and feel better during the process of treatment for cancer.

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Should you have any queries, please feel free to contact myself or Sandy Benjamin.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

24th June, 1991

Dr. R. Snyder,
Oncology Unit,
St. Vincent's Hospital,
Victoria Parade,
FITZROY, 3065

Dear Ray,

RE: **ANTI-CANCER COUNCIL SUPPORTIVE MEASURES
INFORMATION SERIES FOR CANCER PATIENTS,
FAMILY MEMBERS AND HEALTH PROFESSIONALS**

Could I ask for your help in looking at the attached listing of topics to be included in the Supportive Measures information series. You will recall from the March meeting of the Victorian Co-operative Oncology Group that the Anti-Cancer Council has had many requests from cancer patients, family members, oncologists, general practitioners and community health nurses, wanting a reliable source of information of measures that can assist someone to cope and feel better during the process of treatment for cancer.

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Should you have any queries, please feel free to contact myself or Sandy Benjamin.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

21st June, 1991

Lyn Cooke,
34 Murphy Street,
SOUTH YARRA, 3141

Dear Lyn,

RE: THE BOOK "THE COURAGE TO CARE"

Prasuna and I had the chance to talk and make some decisions yesterday afternoon. We have decided to go back to the case study and let the people's humanity and stories to come through, for others to learn from.

There are a few jobs there for you. Could I ask you to have a look at the attached and see what you think. I am available to pop around and discuss any aspect of this before next Thursday and/or on next Thursday when you come in and Prasuna is on semester break at the moment and is available, given that she doesn't have students until the middle of July.

I hope all goes well with the garden you are landscaping and your friend who had the gastroscopy.

See you soon,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

24th June, 1991

Mrs. Mackie,
Radiation Oncology,
Westmead Hospital,
Cnr. Darcy & Hawkesbury Roads,
WESTMEAD, 2145

Dear Mrs. Mackie,

Please find enclosed a copy of the Ministerial Review of Cancer Services, prepared in October, 1985. The Chairperson was Emeritus Professor Richard Lovell.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Shirley Glover,
Secretary,
Wimmera Cancer Support Team (Horsham) Inc.,
C/- Wimmera Base Hospital,
Baillie Street,
HORSHAM, 3400

Dear Shirley,

RE: **LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS**

Thank you very much for your idea regarding running a **Living with Cancer Education Program** Orientation for potential course leaders in your region. It certainly is possible. On 6th August, the people who help plan the Orientation programs will be meeting at the Anti-Cancer Council. Could I ask you to give me some indication on what the level of interest is within the communities that you closely work with. If there is sufficient interest, for example, a minimum of 10 and maximum of 25 registrants, I could ask the team whether they would be prepared to come. In working out the budget we would have to see whether we could meet the costs of facilitators and travelling and accommodation. We would envisage that over one and a half days we could run a similar session to the one we run here over three sessions. We have people from Mildura and Ballarat participating in the program commencing in August.

Thanks again for the idea. If you could gauge the need, give me some idea of which month in the year, keep in mind one and a half days and possible costs and get back to me. As requested, here are 6 Introductory Booklets of the **Living with Cancer Education Program**.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Sue Phillips,
Community Health Nurse,
Peninsula Community Health Service,
19 Albert Street,
MORNINGTON, 3931

Dear Sue,

RE: **LOOK GOOD, FEEL BETTER PROGRAM**

Thank you for your recent note regarding the above. Your opinion is noted. I thought you might be interested in having a look at the Victorian Oncology Social Workers' Meeting minutes. Kathryn Emerson, General Manager of **Look Good, Feel Better** gave a presentation to nurses and social workers at this last meeting and enclosed is a summary of this.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Mrs. Sheila McCallum,
Co-ordinator, Nursing Services,
Cancer Society of New Zealand Inc. (Auckland Div.),
P.O. Box 1724,
AUCKLAND 1,
NEW ZEALAND

Dear Sheila,

My colleague Pat Dobson brought back a swag of information from a recent visit to you. One is the information regarding an education program for people with cancer and their family members. Could I ask for the opportunity to learn from my New Zealand colleagues, the content and style of what you offer in the sessions as well as how you prepare potential course leaders and the results of your evaluation.

Hoping to hear from you soon,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

20th June, 1991

Trish Hobbs,
C/- School of Occupational Therapy,
La Trobe University - Carlton Campus,
625 Swanston Street,
CARLTON, 3053

Dear Trish,

RE: **SUPPORTIVE MEASURES INFORMATION SERIES
FOR PEOPLE WITH CANCER AND THEIR FAMILY
MEMBERS**

As mentioned yesterday on the telephone here is a copy of the question sheet which will help us guide cancer patients as to what occupational therapy can offer them and their family members.

This project is an addition to our Listing of Victorian Cancer Support Groups & Services and includes information on acupuncture, art, music and drama therapy, bereavement support, Chinese herbal medicine, chiropractic, all sorts of counselling services, family therapy, hypnosis, legal services, massage, meditation, pastoral care, sexual health, Tai Chi and yoga, to mention but a few.

We would welcome your entry at the latest on Tuesday 9th July and if you have any queries, please call me during the week.

Thank you in anticipation,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Miriam Suss,
Senior Social Worker,
Jewish Welfare Society Inc.,
466 Punt Road,
SOUTH MELBOURNE, 3205

Dear Miriam,

RE: SUPPORTIVE MEASURES PROJECT

I left a message with the duty Social Worker at your organisation about the above project and following on from this here is a copy of the question sheet which will help us guide cancer patients as to what occupational therapy can offer them and their family members.

This project is an addition to our Listing of Victorian Cancer Support Groups & Services and includes information on acupuncture, art, music and drama therapy, bereavement counselling services, hypnosis, legal services, massage, pastoral care and yoga, to name but a few.

We would welcome your entry at the latest on Tuesday 9th July and if you have any queries, please call me during the week.

Thank you in anticipation.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

*P.S. We already include the Jewish Crisis Centre
& Chessed Bereavement
Support Group.*

20th June, 1991

Teri Van Geelen,
Maroondah Breast Clinic,
Maroondah Hospital,
Mt. Dandenong Road,
RINGWOOD, 3135

Dear Teri,

RE: **POSSIBLE CO-LEADER - LIVING WITH CANCER
EDUCATION PROGRAM**

At one of our Orientation programs for **Living with Cancer** course leaders, Rev. Mark Dunn, from Interchurch Trade & Industry Mission (ITIM) and several of his colleagues were trained to run the **Living with Cancer Education Program**. Mark is an industry and community-based chaplain who would like to discuss the possibility of co-leading a program in a community setting. He is currently working with businesses in the Box Hill district and doing chaplaincy work in shopping centres throughout this area.

I was speaking with Mark yesterday, and I mentioned your name to him as someone involved in cancer support and the education program and he may well be in touch. It seemed like a good opportunity to put the left hand with the right hand.

If there is any help I can offer, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Rev. Mark Dunn, ITIM, 358 Lonsdale Street, Melbourne, 3000

20th June, 1991

Carol Clarebrough,
Knox Cancer Support Group,
262 Mountain Highway,
WANTIRNA, 3152

Dear Carol,

RE: **POSSIBLE CO-LEADER - LIVING WITH CANCER
EDUCATION PROGRAM**

At one of our Orientation programs for **Living with Cancer** course leaders, Rev. Mark Dunn, from Interchurch Trade & Industry Mission (ITIM) and several of his colleagues were trained to run the **Living with Cancer Education Program**. Mark is an industry and community-based chaplain who would like to discuss the possibility of co-leading a program in a community setting. He is currently working with businesses in the Box Hill district and doing chaplaincy work in shopping centres throughout this area.

I was speaking with Mark yesterday, and I mentioned your name to him as someone involved in cancer support and he may well be in touch. It seemed like a good opportunity to put the left hand with the right hand.

If there is any help I can offer, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Rev. Mark Dunn, ITIM, 358 Lonsdale Street, Melbourne, 3000

20th June, 1991

Betty Vosdoganes,
Social Worker,
William Angliss Hospital,
Albert Street,
UPPER FERNTREE GULLY, 3156

Dear Betty,

RE: **POSSIBLE CO-LEADER - LIVING WITH CANCER
EDUCATION PROGRAM**

At one of our Orientation programs for **Living with Cancer** course leaders, Rev. Mark Dunn, from Interchurch Trade & Industry Mission (ITIM) and several of his colleagues were trained to run the **Living with Cancer Education Program**. Mark is an industry and community-based chaplain who would like to discuss the possibility of co-leading a program in a community setting. He is currently working with businesses in the Box Hill district and doing chaplaincy work in shopping centres throughout this area.

I was speaking with Mark yesterday, and I mentioned your name to him as someone involved in cancer support and he may well be in touch. It seemed like a good opportunity to put the left hand with the right hand.

If there is any help I can offer, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Rev. Mark Dunn, ITIM, 358 Lonsdale Street, Melbourne, 3000

20th June, 1991

David Pike,
CANTEEN
8 Moira Place,
FRENCHES FORREST, 2086

Dear David,

RE: **BEEN THERE, DONE THAT**

I have been a "Category B" member for some time and regularly enjoy hearing about the work of CANTEEN. In The Courier Mail this week there was mention of a cancer kit called **Been There, Done That**, a booklet and video prepared by CANTEEN. I was wondering if you could give me information about how I might be able to "look, learn and listen" with a view to purchasing copies for the Anti-Cancer Council of Victoria.

Hoping to hear from you soon.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

20th June, 1991

Jennifer Seward,
Social Worker,
M.E.P.C.A.,
25 Mountain View Road,
NUNAWADING, 3131

Dear Jennifer,

Please find enclosed a receipt for \$15.00 as payment for your renewal of membership for 1991/92. Thanks also for your comments on the Supportive Measures Project.

See you at the August meeting as I am on annual leave for July.

Cheers!

SUSANNE BAXANDALL
Hon. Secretary
VOSWG

Encl.

20th June, 1991

Helen Gardner,
Jewish Crisis Centre,
331 Kooyong Road,
ELSTERNWICK, 3185

Dear Helen,

Just a short note to acknowledge receiving your evaluation questionnaires. Thank you very much!

I trust you will have a good trip and I look forward to hearing about program no.2 at your Centre.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

20th June, 1991

Kadri Kahraman, M.D.,
Professor of General Surgery,
Husrev Gerece Cad.84/1,
Besiktas-Istanbul,
TURKEY

Dear Professor Kahraman,

Thank you for your request for one **Living with Cancer Education Program** kit, which I enclose.

If this program is implemented in Turkey, would you be willing to keep a register of the number of people with cancer and family members who attend the course, and forward these statistics to us? We would also be very interested to know how the program was received within the Turkish community.

Regards,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Pam Whitehead,
Social Worker, Breast Clinic,
St. Vincent's Hospital
Victoria Parade,
FITZROY, 3065

Dear Pam,

**RE: LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR POTENTIAL COURSE LEADERS**

Thank you for your enquiry regarding the Orientation for Course Leaders commencing on Thursday, 8th August. This program, held here at the Anti-Cancer Council of Victoria, requires a commitment on that day, as well as Thursday 19th September and Thursday, 21st November, from 9.30 am through until lunchtime.

As with all potential course leaders, we require written endorsement of your participation from your head of department. When this is received we will be able to offer you a place to commence in August.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

20th June, 1991

Cynthia Holland,
Oncology Social Worker,
Royal Women's Hospital,
Grattan Street,
CARLTON, 3053

Dear Cynthia,

RE: **WELFARE GRANT ALLOCATION**

As agreed earlier this week, please find enclosed a cheque for \$300 as an addition to the block grant for cancer patients. We will endeavour to get your cheque for the allocation for the remainder of the year to you by the 1st July.

Regards,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Gretchen Lumsden,
Patient Support,
Cancer Foundation of Western Australia Inc.,
42 Ord Street,
WEST PERTH, W.A. 6006

Dear Gretchen,

RE: **PHANTOM OF THE OPERA**

While waiting for people to make their wishes known in regard to seating for the above, we have missed the opportunity. There are only single scattered seats available, all behind pillars, for the matinee on Wednesday, 4th December and the evening of Thursday 5th and Friday 6th September is now fully booked. For those people who want to see **Phantom of the Opera**, I am advised that during the last week of December there are some tickets left and January onward bookings are available. Thus, I am returning your cheque.

I think at that time in Melbourne the equivalent of the **Spoletto** festival is on and I will endeavour to get the information to you so that you can make your choice for another performance if you want to do something "cultural" while here for our gathering.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Janet Turner,
Patient Support,
A.C.T. Cancer Society Inc.,
P.O. Box 316,
CURTIN, ACT. 2605

Dear Janet,

RE: **PHANTOM OF THE OPERA**

While waiting for people to make their wishes known in regard to seating for the above, we have missed the opportunity. There are only single scattered seats available, all behind pillars, for the matinee on Wednesday, 4th December and the evening of Thursday 5th and Friday 6th September is now fully booked. For those people who want to see **Phantom of the Opera**, I am advised that during the last week of December there are some tickets left and January onward bookings are available. Thus, I am returning your cheque.

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Heather Wain,
Director Family Services,
ACT Community & Health Services, Comm. Welf. Branch,
P.O. Box 825,
CANBERRA, ACT, 2601

Dear Heather,

RE: **PHANTOM OF THE OPERA**

While waiting for people to make their wishes known in regard to seating for the above, we have missed the opportunity. There are only single scattered seats available, all behind pillars, for the matinee on Wednesday, 4th December and the evening of Thursday 5th and Friday 6th September is now fully booked. For those people who want to see **Phantom of the Opera**, I am advised that during the last week of December there are some tickets left and January onward bookings are available. Thus, I am returning your cheque.

I think at that time in Melbourne the equivalent of the **Spoletto** festival is on and I will endeavour to get the information to you so that you can make your choice for another performance if you want to do something "cultural" while here for our gathering.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Jeff Dunn,
Queensland Cancer Fund,
P.O. Box 201,
SPRING HILL, 4004

Dear Jeff,

RE: **PHANTOM OF THE OPERA**

While waiting for people to make their wishes known in regard to seating for the above, we have missed the opportunity. There are only single scattered seats available, all behind pillars, for the matinee on Wednesday, 4th December and the evening of Thursday 5th and Friday 6th September is now fully booked. For those people who want to see **Phantom of the Opera**, I am advised that during the last week of December there are some tickets left and January onward bookings are available. Thus, I am returning your cheque.

I think at that time in Melbourne the equivalent of the **Spoletto** festival is on and I will endeavour to get the information to you so that you can make your choice for another performance if you want to do something "cultural" while here for our gathering.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Glad Hawkins,
Administrative Officer,
Australian Association of Social Workers,
P.O. Box 367,
CARLTON SOUTH, 3053

Dear Glad,

I was wondering if I could ask your assistance when next you send out your newsletter. Would it be possible for the enclosed advertisement calling for additional volunteers for our "book" project to be placed in the next newsletter?

Thank you in anticipation,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

20th June, 1991

Jane Bayton,
Chairperson,
Victorian Oncology Nurses Special Interest Group,
C/- ACCV

Dear Janey,

Could I ask when you are next doing a newsletter that you include this advertisement for volunteers to help with "the book" project that Prasuna Reddy and I are undertaking. Please also find enclosed a flyer of Ray Lowenthal's book, from the publishers. There are many copies of this here in the office - just let me know the numbers!

Thanks Janey,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

18th June, 1991

Rev. Janet Polkinghorne,
9 Kirkland Avenue,
EUROA, 3666

Dear Janet,

**RE: LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 8/8/91**

Just a short note to let you know that as you are travelling quite a distance to attend the above session, we have reserved a parking space for you underneath the Anti-Cancer Council. The entrance is the first driveway entrance in Rathdowne Street, just up from our main entrance and the ramp goes down to our basement carpark. Underneath immediately on the right hand side you will see Visitor's spots marked and you can park in any of those.

Can you please let either Ann Taylor or myself know if you are bringing someone with you to the Orientation and if so, could we have their name and title? We need to make up a finalised list of participants for this session.

If you have any queries, please do not hesitate to call us.

I looking forward to meeting you on the 8th.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

18th June, 1991

Julie Parker,
Community Health Nurse,
Moe-Naracan Community Health Centre,
42 Fowler Street,
MOE, 3825

Dear Julie,

**RE: LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 8/8/91**

Just a short note to let you know that as you are travelling quite a distance to attend the above session, we have reserved a parking space for you underneath the Anti-Cancer Council. The entrance is the first driveway entrance in Rathdowne Street, just up from our main entrance and the ramp goes down to our basement carpark. Underneath immediately on the right hand side you will see Visitor's spots marked and you can park in any of those.

We have not heard from Margaret Wallace as yet as to whether she is definitely coming. Can you let me know if this is so?. I assume you will both be travelling together but if not there should be adequate parking underneath.

If you have any queries, please do not hesitate to call us.

I looking forward to meeting you on the 8th.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

18th June, 1991

Hilary Pearson/Yvonne Sargeson,
District Nurse/Welfare Officer,
Churchill Community Health Centre,
P.O. Box 3,
CHURCHILL, 3842

Dear Hilary/Yvonne,

**RE: LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8/8/91**

I have pleasure in advising you that you have both been accepted to participate in the Orientation for Course Leaders of this Anti-Cancer Council developed education program and your place is confirmed. The details are below and a program is enclosed.

In response to requests and the feedback from people involved in previous Orientations, we have changed the way we organise the program. The August intake of course leaders will be held in three 3-hour sessions over a six month period, the second session being held on Thursday, 19th September and the third and final session on Thursday, 21st November.

My consultants and co-leaders for these orientations are Robyn Jewell, from Living Skills Australia, Rev. Moss Arnot, from Pastoral Care at Peter MacCallum Cancer Institute, Valda Ferns, recently retired Oncology Social Worker from St. Vincent's Hospital and experienced course leaders of the program.

The Anti-Cancer Council of Victoria, like all other Victorian charity organisations is "feeling the pinch" financially and in order to meet 50% of the costs towards conducting these Orientations, we are asking each participant to contribute \$10.00 per person, per session. If this is difficult, let's talk. Could you please make cheques payable to the Anti-Cancer Council of Victoria?

WHEN: Thursday, 8th August, 1991

TIME: 9.30 am - 12.30 pm

VENUE: Anti-Cancer Council of Victoria's Board Room
1 Rathdowne Street,
Carlton South

A light lunch will be provided.

As you are coming quite a distance to participate in this Orientation, we have booked a car space for you underneath the Anti-Cancer Council. The entrance is the first driveway entrance in Rathdowne Street, just up from our main entrance and the ramp goes down to our basement carpark. Underneath immediately on the right hand side you will see Visitor's spots marked and you can park in any of those.

We look forward to offering you an exciting program and if you have any queries, please feel free to contact us.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lwc.augl

18th June, 1991

Mrs Lyn Power
7 Stanley Grove
CANTERBURY 3126

Dear Lyn,

Re: Corsetier Training Program

As follow-up to my telephone call, I am writing to give you all the details for the program.

Date: Monday, 1st July.

Time: 12.30 - 4.30 pm (Lunch at 12.00 noon)

Contact: Ines Evans


Address: The House of Jenyns Pty Ltd
16th Level
499 St Kilda Road
MELBOURNE 3004

Tel. No.: 866 1633

Ines Evans will contact you some time this week to introduce herself, discuss sizes and give more detailed information.

Thank you for your assistance.

Regards,


Anne Lloyd
Coordinator
Breast Cancer Support Service

18th June, 1991

Mrs Pat Pearson
26 Coventry Street
MONTMORENCY 3094

Dear Pat,

Re: Corsetier Training Program

As follow-up to my telephone call, I am writing to give you all the details for the program.

Date: Monday, 1st July.

Time: 12.30 - 4.30 pm (Lunch at 12.00 noon)

Contact: Ines Evans

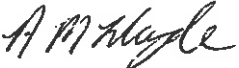
Address: The House of Jenyns Pty Ltd
16th Level
499 St Kilda Road
MELBOURNE 3004

Tel. No.: 866 1633

Ines Evans will contact you some time this week to introduce herself, discuss sizes and give more detailed information.

Thank you for your assistance.

Regards,


Anne Lloyd
Coordinator
Breast Cancer Support Service

18th June, 1991

Ms Prasuna Reddy
Psychology Department
Swinburne Institute of Technology
PO Box 218
HAWTHORN 3122

Dear Prasuna,

Re: **Breast Cancer Support Service Nurses Workshop -
Basic Counselling Skills**

Thank you for agreeing to facilitate this Workshop on Wednesday,
3rd July, 1991 from 12.00 noon - 3.00 pm.

The Workshop will be held in the Boardroom at the Anti-Cancer
Council of Victoria and a sandwich luncheon will also be
available.

As discussed, your fee for the Workshop will be \$300.00.

I will phone you a few days prior to this date to find out if you
need anything and let you know the number of nurses attending.

Yours sincerely,



Anne Lloyd
Coordinator
Breast Cancer Support Service

18th June, 1991

Mrs Barbara Bowe
34 Grandview Grove
ROSANNA 3084

Dear Barbara,

Re: Corsetier Training Program

As follow-up to my telephone call, I am writing to give you all the details for the program.

Date: Monday, 1st July.

Time: 12.30 - 4.30 pm (Lunch at 12.00 noon)

Contact: Ines Evans

Address: The House of Jenyns Pty Ltd
16th Level
499 St Kilda Road
MELBOURNE 3004

Tel. No.: 866 1633

Ines Evans will contact you some time this week to introduce herself, discuss sizes and give more detailed information.

Thank you for your assistance.

Regards,

Anne Lloyd
Coordinator
Breast Cancer Support Service

18th June, 1991

Ms Ines Evans
Sales Consultant - Medical Division
The House of Jenyns Pty Ltd
16th Level
499 St Kilda Road
MELBOURNE 3004

Dear Ines,

Re: **Amoena Fitting School**

I have enclosed a list of three Breast Cancer Support Service Volunteer Visitors who are very pleased to assist you with the training course.

Their names and addresses are as follows:

Mrs Barbara Bowe
34 Grandview Grove
ROSANNA 3084

Tel: 459 7607 (Not Tuesday)

Mrs Pat Pearson
26 Coventry Street
MONTMORENCY 3094

Tel: 439 8432 (Between 10am-2pm)

Mrs Lyn Power
7 Stanley Grove
CANTERBURY 3126

Tel: 813 3003 (late afternoon)

I have also enclosed a literature order form for you to complete and return to me if you need any printed information for the training program.

I hope your first training program is a big success.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Anne Lloyd".

Anne Lloyd
Coordinator
Breast Cancer Support Service

Enc.

14th June, 1991

Dianne Price,
Social Worker,
Bethlehem Hospital,
P.O. Box 134,
CAULFIELD, 3162

Dear Dianne,

RE: **WELFARE GRANT ALLOCATION**

Please find enclosed a grant of \$1,000 to ensure that you have enough in the "kitty" for patient requests between now and 1st July. The next cheque should be to you by then.

Your sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

14th June, 1991

Cheryl McIver,
Executive Officer,
V.M.C.S.A.,
1 Garden Street,
EAST HAWTHORN,

3123

Dear Cheryl,

Thank you for the reminder about membership. Please find enclosed a cheque to renew our membership in 1991/92.

Your sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

14th June, 1991

Bill Weidner,
President,
Solace Victoria,
1 Broomfield Crescent,
CRESWICK, 3363

Dear Bill,

Thank you for the great news about the community development approach that Solace is taking to meet the needs of those recently bereaved. The Anti-Cancer Council is delighted to offer a seeding grant of \$1,000 to assist in that transition from a small nucleus of self-help groups through to what is beginning to shape up to be a statewide network.

I look forward to helping in whatever way I can.

Bye for now,

Your sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

P.S.: Bill, please find enclosed a handout on marketing that was prepared for a recent Orientation for course leaders for the **Living with Cancer Education Program**.

Encl.

14th June, 1991

Ros Fyffe,
Promotions Manager,
Lothian Books,
11 Munro Street,
PORT MELBOURNE, 3207

Dear Ros,

RE: **DR. RAY LOWENTHAL'S BOOK "CANCER: WHAT TO
DO ABOUT IT"**

Thank you for your recent letter.

I would be delighted to disseminate the flyer of the above publication to Oncology Nurses, Social Workers, Hospice groups and indeed our network of Cancer Support Groups. We will ensure coverage of Ray's good book!

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

14th June, 1991

Sandy Benjamin,
1/714 Orrong Road,
TOORAK, 3142

Dear Sandy,

RE: **SUPPORTIVE MEASURES PROJECT**

Lorraine and I have spend an hour or so this morning going through the information that is currently there and the following attached document is a summary of what we have and what needs to happen.

Also I have enclosed copies of the relevant information that has come in over the last week or so that will relate to specific sections. For the general, Lorraine and I decided that for all entries, we needed the name, the address in full, telephone number and contact person. For each person enquiring about any of our major headings, for example, yoga and counselling, the enquirers need a description as well as a contact. For the Cancer Information Service, they need to have access to this description but also more detailed information about who is offering it and how people can get hold of it. In several areas we don't have the "how you get hold of it" information, for example where we took from Petrea King.

At our next meeting could we also discuss these general and specific ones and put on the agenda the need to talk about maps.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

14th June, 1991

Christine Benson,
Hon. Secretary,
Victorian Association of Hospice Care Program,
P.O. Box 759,
FRANKSTON, 3199

Dear Christine,

Thank you for your note regarding the use of office space at the Anti-Cancer Council of Victoria. What your group have suggested is eminently sensible. The offer remains open to be taken up if at all needed.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

14th June, 1991

Gayle Fry,
Social Worker,
Western Hospital,
Gordon Street,
FOOTSCRAY, 3011

Dear Gayle,

Please find enclosed an Anti-Cancer Council receipt for participation in the Orientation program commencing on Thursday 8th August.

I look forward to seeing you there.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

14th June, 1991

Aileen Halloran,
Social Worker,
St. Vincent's Hospital,
Victoria Parade,
FITZROY, 3065

Dear Aileen,

RE: **WELFARE GRANT ALLOCATION**

Please find enclosed a grant of \$1,000, following on the need for additional funds for St. Vincent's patients.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

14th June, 1991

Tony Brown,
Editor, Hospress,
South Australian Assoc. of Hospice Care Inc.
P.O. Box 275,
BELAIR, S.A. 5052

Hello Tony!

I have just caught up with the January and March Hospress Magazine and was wondering if you could give me an update on what is happening with the Parliamentary Select Committee on Death & Dying. The article that was mentioned in Hospress was prepared by Jennifer Cashmore, Member for Coles, in South Australia.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy UnitB

13th July, 1991

Shane McDonald,
Social Worker,
Royal Victorian Eye & Ear Hospital,
Victorian Parade,
EAST MELBOURNE, 3002

Dear Shane,

RE: **VOSWG MINUTES FOR NEXT MEETING**

Please find enclosed the draft minutes for the Oncology Social Workers' meeting. Could I ask you to cast your eye over these before they go out, particularly the section related to the **Look Good, Feel Better** program.

For next month's meeting on 10th July, I will be on annual leave and I enclose a copy of the Notice of Meeting. We will make sure that this goes out the last week of June, to give people plenty of time to note change in venue. We don't know yet when we can go back to Peter MacCallum as they are still renovating.

I will also enclose with the final minutes to you later this month, the detailed agenda for July and brief introduction for Yoland Wadsworth in regard to her presentation on Evaluation at the next meeting. Could I ask that someone take "legible" notes or perhaps if Yoland's talk could be taped on a good quality cassette recorder so that Ann can transcribe these when she gets back from annual leave on 29th July. We have a new recorder here in our Unit which can be picked up with an extension cord on the way through to the Activities Room and a tape will be provided. (Ask to speak to Lorraine Lindsay about collecting this and leave it with her afterwards - Lorraine has been briefed about this). Please make sure that the cassette player is very close to Yoland when she is speaking as the tape will be impossible to hear otherwise. It's a good idea to do a test run first. If members ask questions it would be better if these could be written down as the tape will rarely pick up voices in the background.

Any business arising from the meeting can be taken care of on our return at the end of July. I understand that it had already been agreed that Yoland be offered an Honorarium of \$100.00 and I will organise that before I go on leave with a thank-you letter.

Shane, please telephone either myself or Ann Taylor here at the Council if you have any queries about any of this.

Thank you,

Yours sincerely,

SUSANNE BAXANDALL
Hon. Secretary
VOSWG

Encl.

13th June, 1991

Robin Teoh,
Project Co-ordinator,
Hospis Malaysia,
C/- Dept. of Primary Care Medicine,
University Hospital,
59100 KUALA LUMPUR,
MALAYSIA

Dear Robin,

RE: POSTER PRESENTATION

I am always delighted to assist, given my family ties through my in-laws in Malaysia. The Anti-Cancer Council of Victoria would like to offer the following publications and brochures.

Wishing you every success of your Hospis Malaysia Launch Council.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

13th June, 1991

Ellen Ryan,
Manager, Patient & Family Support,
NSW State Cancer Council,
GPO Box 7070,
SYDNEY, N.S.W. 2001

Dear Ellen,

RE: PATIENT CARE RESEARCH SUB-COMMITTEE

Thanks for the opportunity to suggest people who can assist in assessing the Patient Care Research Awards. I can recommend Yoland Wadsworth, who works with the Social Action Research Centre, Ross House, Melbourne; Ph: (03) 650 6963.

I would also suggest representation from someone from the Social Policy Research Centre at the University of New South Wales. They can be contacted at P.O. Box 1, Kensington, NSW, 2033, Ph: (02)697 65150.

If you need any further information, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

13th June, 1991

Angela Daley,
Project Development Officer,
Community Services Department,
Australian Red Cross Society (Victorian Division),
171 City Road,
SOUTH MELBOURNE, 3205

Dear Angela,

RE: NEXT OF KIN REVIEW

Thank you very much for your recent note regarding the Next of Kin. It's great to see something happen as a result of a project. Congratulations! I shall pass this information on to my Oncology Social Work colleagues.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

13th June, 1991

Sandra Delroy,
Account Manager,
Focal Communications Pty. Ltd.,
3rd Floor, 63 Stead Street,
SOUTH MELBOURNE, 3205

Dear Sandra,

**RE: UNDERSTANDING PSYCHOLOGICAL TRAUMA
VIDEO PACKAGE**

Our Education Unit staff have just passed on information regarding the video series "Understanding Psychological Trauma", Part 1: Learning from Survivors and Part 2: Healing and Recovery.

The Social Service Policy Unit at the Anti-Cancer Council of Victoria works closely with people facing all sorts of losses as a result of cancer as well as with organisations looking at how the individual and the community responds at times of natural disaster. Would it be at all possible to organise a preview with a handful of staff from our Unit and a representative from the National Association for Loss & Grief (NALAG) sometime in August of this year.

Could we speak by the end of June to make a time, if this is possible.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

13th June, 1991

Sanchia Aranda,
Lecturer, Department of Nursing,
La Trobe University - Abbotsford Campus,
St. Helliers Street,
ABBOTSFORD, 3067

Dear Sanchia,

RE: **POSSIBLE SPEAKER FOR COSA NURSES GROUP**

Last week we had the opportunity to hear the latest research from Elaine Duffy, Senior Lecturer at Caroline Chisholm School of Nursing, Monash University Frankston Campus, Ph: 784 4202. Elaine was talking about her latest Melbourne, Australia nursing research, developing the theme of "the Marginal Nurse".

Elaine was presenting her research findings to a group of **Living with Cancer Education Program** course leaders who on hearing about her research, wanted to meet her and put their questions. I mentioned that COSA was coming up and said that I would put her in touch with COSA and vice versa. It will be interesting to see if something comes of it. Elaine has finished her research paper and it is about to be tabled at the Library of Monash University and Caroline Chisholm. I am sure it would be available for study purposes if you wanted to peruse it first.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

13th June, 1991

Elaine Duffy,
Senior Lecturer,
Caroline Chisholm School of Nursing,
Monash University, Frankston Campus,
McMahons Road,
FRANKSTON, 3199

Dear Elaine,

RE: **COSA (CLINICAL ONCOLOGICAL SOCIETY OF AUSTRALIA) 1991**

Mr. Lawrie Wright is the Executive Officer for COSA and he is available on (02) 267 1944. The contact for the COSA Nurses Group is Sanchia Aranda from La Trobe University Department of Nursing and she can be contacted on 418 6800 Ext. 959. The organiser for the Social Workers' program is Robin Baker at Concord Hospital in Sydney and her phone number is (02) 736 7911.

The dates for this three-day scientific meeting in Sydney are 4th - 6th inclusive of December. I have enclosed a copy of the latest COSA newsletter for your interest, a membership form and an abstract form.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

13th June, 1991

Kathryn Emerson,
General Manager,
Look Good, Feel Better,
P.O. Box 49,
BALGOWLAH, 2093

Dear Kathryn,

RE: **VICTORIAN ONCOLOGY SOCIAL WORKER'S GROUP
JUNE PRESENTATION, "LOOK GOOD, FEEL BETTER"**

On behalf of my colleagues in the Victorian Oncology Social Work and Nursing, could I please pass on our heartfelt thanks for your excellent presentation at our meeting yesterday. People are enthused about the opportunity to learn what is offered so that we can improve the services to people with cancer while they are going through the rigors of treatment.

In addition, it was interesting to learn about the community volunteering done through the cosmetics industry. I personally would be delighted to work with you and a writer-in-residence to document your observations in being involved in the program thus far. Fiona Place is the Writer-in-Residence at Westmead Hospital and our Writer-in-Residence is Angela Kirsner, to be contacted through myself.

Our Cancer Information Service staff are geared up with the contacts at Peter MacCallum Hospital, Repatriation Hospital and the Alfred Hospital and we look forward to receiving contacts in the cosmetics industry so that we can direct people with a minimum of fuss to the nearest area of support.

In regard to the Clinical Oncological Society of Australia (COSA), I have enclosed an extract from the Social Workers' minutes which gives the preliminary program to date. It is talking about sexuality from the patients' viewpoint.

Please find enclosed a cheque from our members to contribute towards continuing this interesting and enjoyable work.

Yours sincerely,

SUSANNE BAXANDALL
Hon. Secretary
VOSWG

Encl.

13th June, 1991

Dimitra Petkoff,
Social Worker,
R.D.N.S.
407 Blackshaws Road,
ALTONA NORTH, 3025

Dear Dimitra,

Thank you for your subscription for membership of the Victorian Oncology Social Worker's Group. Please find enclosed your receipt. You will receive a membership form in the next minutes which you can complete and return to us.

Also please find an introductory letter and program for the **Living with Cancer Education Program** Orientation for Course Leaders comencing on Thursday, 8th August. This program is run in three half day sessions over a six months period, starting at 9.30 am and finishing about lunchtime. The second session is being held on Thursday, 19th September and the final on Thursday, November 21st. All sessions are held here at the Anti-Cancer Council of Victoria and there is a contributory charge of \$10.00 per session, totalling \$30.00 for the complete Orientation.

If you have any other queries or are interested in participating in this program, please do not hesitate to call us.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

13th June, 1991

Dimitra Petkoff,
Social Worker,
R.D.N.S.
Blackshaws Road,
ALTONA NORTH, 3025

Dear Dimitra,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your enquiry about the **Living with Cancer Education Program**. Below is some information about this Anti-Cancer Council developed program.

Living with Cancer is an eight-week program for people affected by cancer and their family and friends and is currently being offered in many metropolitan and country hospitals, as well as community health centres throughout the state. The preparation per week is about four hours, divided between two people over the eight week period. In addition, the program runs for two hours once a week. Professionally trained people in the fields of social work, nursing, palliative care, occupational therapy, psychology and physiotherapy have co-lead the groups. It has been an advantage in the past to have people from at least two different disciplines and we recommend that the organisation inform us who they nominate to run the **Living with Cancer Education Program**, for the purposes of the Audit.

The **Living with Cancer** kit comprises a manual, an Introduction for Course Leaders, video, brochures and posters, quarterly newsletter, audit and a yearly statewide evaluation report, etc., and is available at a cost of \$100 per kit as a contribution towards the cost of production. However, a copy of the Introductory booklet can be posted out to interested organisations for a contributory fee of \$5.00 and this gives an overall picture of the program. After each course, evaluation questionnaires for all course participants of the program are sent in to our Centre for Behavioural Research in Cancer for analysis and feedback.

Orientation programs for potential course leaders are held regularly here at the Anti-Cancer Council of Victoria at a minimal contributory cost. These orientations, run in three half-day sessions over a six month period, aim to guide and give hints and tips to potential leaders, with help from experienced course leaders, the next one being scheduled to begin August 8th, 1991.

Please find enclosed a couple of brochures, the current audit, the last three newsletters and interim State report on evaluations of programs currently running.

If you have any further queries, please do not hesitate to call me on 662 3300.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

13th June, 1991

Dr. R. Bell,
Marian House,
1002 Mair Street,
BALLARAT, 3350

Dear Dr. Bell,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your enquiry about the **Living with Cancer Education Program**. Below is some information about this Anti-Cancer Council developed program.

Living with Cancer is an eight-week program for people affected by cancer and their family and friends and is currently being offered in many metropolitan and country hospitals, as well as community health centres throughout the state. The preparation per week is about four hours, divided between two people over the eight week period. In addition, the program runs for two hours once a week. Professionally trained people in the fields of social work, nursing, palliative care, occupational therapy, psychology and physiotherapy have co-lead the groups. It has been an advantage in the past to have people from at least two different disciplines and we recommend that the organisation inform us who they nominate to run the **Living with Cancer Education Program**, for the purposes of the Audit.

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Please find enclosed a couple of brochures, the current audit, the last three newsletters and interim State report on evaluations of programs currently running. If you have any other queries, please do not hesitate to call me on 662 3300.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

13th June, 1991

Sandy Thomas,
Ward 10B,
Royal Perth Hospital,
Wellington Street,
PERTH, W.A. 6000

Dear Sandy,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your enquiry about the **Living with Cancer Education Program**. Below is some information about this Anti-Cancer Council developed program.

Living with Cancer is an eight-week program for people affected by cancer and their family and friends and is currently being offered in many metropolitan and country hospitals, as well as community health centres throughout the state. The preparation per week is about four hours, divided between two people over the eight week period. In addition, the program runs for two hours once a week. Professionally trained people in the fields of social work, nursing, palliative care, occupational therapy, psychology and physiotherapy have co-lead the groups. It has been an advantage in the past to have people from at least two different disciplines and we recommend that the organisation inform us who they nominate to run the **Living with Cancer Education Program**, for the purposes of the Audit.

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Orientation programs for potential course leaders are held regularly here at the Anti-Cancer Council of Victoria at a minimal contributory cost. These orientations, run in three half-day sessions over a six month period, aim to guide and give hints and tips to potential leaders, with help from experienced course leaders, the next one being scheduled to begin August 8th, 1991.

Please find enclosed a couple of brochures, the current audit, the last three newsletters and interim State report on evaluations of programs currently running. The Cancer Foundation of Western Australia has purchased a number of kits and further queries can be directed either to Gretchen Lumsden there on 321 6224 or myself here in Victoria on (03) 662 3300.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Sr Carmel McFaul
Rosebud-Southern Peninsula
Cancer Support Group
11 Moorfield Avenue
ROSEBUD VIC 3939

Dear Sr Carmel,

Many thanks for the tape. I enjoyed listening to it and am sure that there will be people who will benefit from hearing it.

I am glad to hear that the Group is going well. The fluctuation of numbers is certainly part of any Cancer Support Group.

I am running country Regional Meetings during the next six months in Hopetoun, Ballarat and Traralgon so life is pretty hectic.

Have you had a chance to run an evaluation workshop meeting yet? I am about to start collating the data on membership and Susanne and I hope to finish the survey of Groups by Christmas.

Regards to all your Group members,

Pat Dobson
Coordinator
Cancer Support Groups

12th June, 1991

Jeff Wallis,
Co-ordinator,
Heathcote Community Health Centre,
Hospital Street,
HEATHCOTE, 3523

Dear Jeff,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your participation at the final session of the Orientation for Course Leaders of the above program. Please find enclosed your certificate and other handouts relevant to the session.

If you have any queries or need any other information, please do not hesitate to call me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Bronwyn Lott,
C/- Outpatient Department,
Frankston Hospital,
Hastings Road,
FRANKSTON, 3199

Dear Bronwyn,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your participation at the final session of the Orientation for Course Leaders of the above program. Please find enclosed your certificate and other handouts relevant to the session.

If you have any queries or need any other information, please do not hesitate to call me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Jean Phillips,
Community Health Nurse,
Frankston Community Health Centre Inc.,
P.O. Box 528,
FRANKSTON, 3199

Dear Jean,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your participation at the final session of the Orientation for Course Leaders of the above program. Please find enclosed your certificate and other handouts relevant to the session.

If you have any queries or need any other information, please do not hesitate to call me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Marilyn Gross,
Jewish Crisis Centre,
331 Kooyong Road,
ELSTERNWICK, 3185

Dear Marilyn,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your participation at the final session of the Orientation for Course Leaders of the above program. Please find enclosed your certificate and other handouts relevant to the session.

If you have any queries or need any other information, please do not hesitate to call me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Helen Gardner,
Jewish Crisis Centre,
331 Kooyong Road,
ELSTERNWICK, 3185

Dear Helen,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your participation at the final session of the Orientation for Course Leaders of the above program. Please find enclosed your certificate and other handouts relevant to the session.

If you have any queries or need any other information, please do not hesitate to call me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Lorraine Jordan,
Palliative Care Nurse,
Austin Hospital,
Studley Road,
HEIDELBERG, 3084

Dear Lorraine,

**RE: LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 7/6/91**

Just a short note to thank you for your participation in the Panel session at the above Orientation last week. Your input was greatly appreciated and from your ideas we were able to put together a handout with tips on how to cope with such situations and I have enclosed a copy of this for your information.

Once again, thank you for your time,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Helen Wirtz,
Social Worker,
Chadstone Community Health Centre,
568 Neerim Road,
HUGHESDALE, 3166

Dear Helen,

**RE: LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 7/6/91**

Just a short note to thank you for your participation in the Panel session at the above Orientation last week. Your input was greatly appreciated and from your ideas we were able to put together a handout with tips on how to cope with such situations and I have enclosed a copy of this for your information.

Once again, thank you for your time,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Prasuna Reddy,
Senior Lecturer,
Department of Psychology,
Swinburne Institute,
P.O. Box 218,
HAWTHORN, 3122

Dear Prasuna,

**RE: LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 7/6/91**

Just a short note to thank you for your participation in the Panel session at the above Orientation last week. Your input was greatly appreciated and from your ideas we were able to put together a handout with tips on how to cope with such situations and I have enclosed a copy of this for your information.

Once again, thank you for your time,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Elaine Duffy,
Senior Lecturer,
Caroline Chisholm School of Nursing,
Frankston Campus,
McMahons Road,
FRANKSTON, 3199

Dear Elaine,

RE: **LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 7/6/91**

Just a short note to thank you for your very interesting presentation on "The Marginal Nurse" at the above Orientation last week and for the resources that I have had copied for the rest of the participants.

As discussed, please find enclosed some information about the Clinical Oncological Society of Australia (COSA). Would you be interested in participating in this annual scientific meeting at the end of this year?

I hope to hear from you soon,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Robyn Jewell,
Living Skills Australia,
P.O. Box 98,
ARMADALE, 3143

Dear Robyn,

RE: **LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 7/6/91**

Once again, thank you for your assistance in facilitating the above session last week. Please find enclosed an Anti-Cancer Council cheque for \$150.00 as payment of same.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Valda Ferns,
26 Manningham Street,
PARKVILLE, 3052

Dear Valda,

**RE: LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 7/6/91**

Just a short note to thank you for your participation in the above Orientation last week both on the Panel discussion and in your facilitation of the session. From your ideas we have put together a handout of how to cope with certain situations that could arise during a program, which I have enclosed. Also, thank you for "coming up trumps" with that valuable resource on group leadership.

Please find enclosed an Anti-Cancer Council cheque for \$180.00 as payment for your facilitation.

Looking forward to seeing you soon,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

David Don,
Marketing Research Manager,
ICI Pharmaceuticals,
1 Nicholson Street,
EAST MELBOURNE, 3002

Dear David,

RE: **LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS 7/6/91**

Just a short note to thank you for a most interesting presentation on marketing a program at the above session last week. Your knowledge of this subject was most appreciated and we have made good use of the handouts you have supplied.

Once again, thank you for your time,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

12th June, 1991

Barbara Balog,
Community Health Nurse,
Delacombe Community Health Centre,
P.O. Box 161,
SEBASTOPOL, 3356

Dear Barbara,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

This is just a short note to acknowledge that you were unable to attend last week's Orientation for course leaders of the above program. Could you let me know if you wish to participate at the corresponding session in November or if there is any help that we can offer you at this stage. Notes are available on request from this last session as well as the handouts.

I hope to hear from you soon.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

12th June, 1991

Eve Gomo,
Jewish Crisis Centre,
331 Kooyong Road,
ELSTERNWICK, 3185

Dear Eve,

RE: LIVING WITH CANCER EDUCATION PROGRAM

This is just a short note to acknowledge that you were unable to attend last week's Orientation for course leaders of the above program. Could you let me know if you wish to participate at the corresponding session in November or if there is any help that we can offer you at this stage. Notes are available on request from this last session as well as the handouts.

I hope to hear from you soon.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

12th June, 1991

Verona Costello,
Oncology Nurse,
Prince Henry's Hospital,
St. Kilda Road,
MELBOURNE, 3004

Dear Verona,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Please find enclosed your certificate, the nurses' handout and the 50 **Living with Cancer** stickers that you have requested.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Sue Philips,
Community Health Nurse,
Peninsula Community Health Service,
19 Albert Street,
MORNINGTON, 3931

Dear Sue,

RE: LOOK GOOD, FEEL BETTER PROGRAM/LWCEP

Thanks for your letter expressing your concerns. I am unsure of the marketing behind the above program, but I am myself to find out today at a presentation being given to the Victorian Oncology Social Workers Group. I certainly hold similar views to you and I will await to be pleasantly surprised.

I am told anecdotedly that the program is very much about bolstering self-esteem whether you are a person with cancer, family member or friend.

Please find enclosed a copy of your LWCEP certificate and the relevant handouts from Elaine's talk.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Lisa Tuisk,
Social Worker,
Caulfield Community Care Centre,
P.O. Box 185,
CAULFIELD SOUTH, 3162

Dear Lisa,

RE: LIVING WITH CANCER EDUCATION PROGRAM

We were so pleased that you were able to make the final session of the above program. If it is your wish, we would be delighted to include a place for you on Thursday, 19th September so that you can repeat that particular part of the program. Could you please advise us at least two or three weeks beforehand whether you are able to come so that we can confirm a place for you.

We understand that your colleague, Melissa Frommer is to join in the new Orientation starting on 8th August.

I enclose the handouts from last week's session.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Barbara Watson,
Frankston ACCV Unit Peninsula,
Cancer Support Group,
31 Scott Street,
SEAFORD, 3198

Dear Barbara,

RE: LIVING WITH CANCER EDUCATION PROGRAM

This is just a short note to acknowledge that you were unable to attend last week's Orientation for course leaders due to illness. I hope you are on the mend!

Could you let me know if you wish to participate in the corresponding session on Thursday, 21st November or if there is any help that we can offer you at this stage. Notes are available on request from this last session as well as handouts.

I hope to hear from you soon,

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

7th June, 1991

Lisa Tuisk,
Social Worker,
Caulfield Community Care Centre,
P.O. Box 185,
CAULFIELD SOUTH, 3162

**LIVING WITH CANCER EDUCATION PROGRAM
ORIENTATION FOR COURSE LEADERS**

This letter is to acknowledge that **Lisa Tuisk** has completed the Anti-Cancer Council of Victoria's Orientation Program for Course Leaders of the **Living with Cancer Education Program** in 1991.

We look forward to your continuing involvement in this education program for people with cancer and their family members.

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Facilitator
Living With Cancer Education Program
Orientation for Course Leaders

12th June, 1991

Bruce Young,
Community Health Centre,
Sebastopol Community Health Centre,
P.O. Box 8,
SEBASTOPOL, 3356

Dear Bruce,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your participation at the final session of the Orientation for Course Leaders of the above program. Please find enclosed your certificate and other handouts relevant to the session.

If you have any queries or need any other information, please do not hesitate to call me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

12th June, 1991

Julie Dryden,
261 Station Street,
EDITHVALE, 3196

Dear Julie,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your participation at the final session of the Orientation for Course Leaders of the above program. Please find enclosed your certificate and other handouts relevant to the session.

If you have any queries or need any other information, please do not hesitate to call me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

11th June, 1991

Dr. Irene Higginson,
Hon. Secretary, British Psychosocial Oncology Group,
Dept. of Community Medicine,
University College & Middlesex School of Medicine,
66/72 Gower Street,
LONDON, WC1 6EA
ENGLAND
U.K.

Dear Irene,

RE: MEMBERSHIP RENEWAL 1991

Please find enclosed our full membership of eight pounds. Your "down under" colleagues enjoy receiving the latest information about publications, research and conferences.

We are in the throes of publishing some interesting articles and would be happy to forward them.

Yours sincerely,

SUSANNE BAXANDALL
Hon. Secretary,
VOSWG

Encl.

11th June, 1991

CANCERLINK,
17 Britannia Street,
LONDON, WC1X 9JN,
ENGLAND
U.K.

Dear Sir/Madam,

RE: **NEW PUBLICATION:"WHEN CANCER COMES BACK"**

I am a subscriber to the British Psychosocial Oncology Group and noticed a new publication which is used by Cancerlink called "When Cancer Comes Back". I was wondering if I could request five copies for our Cancer Information Service and Support staff. We may well be wanting to place a larger order. Can you invoice us for the cost of the publications and the postage?

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

7th June, 1991

Mr. Allan Erickson,
Public Education & Special Projects,
American Cancer Society,
1599 Clifton Road, N.E.,
ATLANTA 30329
GEORGIA
U.S.A.

Dear Mr. Erickson,

**RE: REQUEST FOR INFORMATION ON TWO LOBBY
 GROUPS WORKING WITH AMERICANS WHO HAVE
 BREAST CANCER**

Dr. Nigel Gray's staff suggested I write to you as a person who might be able to lead me to the addresses of the following people. These two American women were on a national radio interview late one night last week. They were talking about "politics in breast cancer" and the role of lobbying Congress on cancer issues. The names are:

Amy Langer, Executive Director, National Rights of Breast Cancer Organisations (NABCO)

Beverley Zacharian, from New York, who is involved in the newly formed Cancer Patients' Action Alliance, (CANACT).

I would welcome your response as soon as possible.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

7th June, 1991

Robin Baker,
Social Worker,
Concord Repatriation & General Hospital,
Hospital Road,
CONCORD, NSW, 2139

Dear Robin,

RE: **COSA 1991**

This is a preliminary notice of intention to submit abstracts for COSA from Victorian Oncology Social Workers and people associated with COSA.

Cynthia Holland from the Royal Women's Hospital will be presenting a video, probably through a poster session on what happens in an operating theatre.

Helen Foster from the Repatriation General Hospital and Shane McDonald from the Royal Eye & Ear Hospital will be jointly doing a paper.

Prasuna Reddy, Senior Lecturer in Psychology and myself intend to present a paper on the research that we are doing into the carers of somebody who has cancer. We will be looking at the theoretical underpinnings of adjustment, stress and coping.

As others come to us, I will keep you posted.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

7th June, 1991

Jenny Seward,
Social Worker,
Mid-Eastern Palliative Care,
25 Mountain View Road,
NUNAWADING, 3131

Dear Jenny,

RE: SUPPORTIVE MEASURES PROJECT

Sometime ago we talked to the Oncology Social Workers about the Supportive Measures Project. As members of the Victorian Oncology Social Workers' Group, I am wondering if we could have your comments on the Table of Contents and ask, from your experience, if there are other areas to include that do not appear in the red Listing that may well fall within the gambit of the supportive measures collection of information.

If you have any questions, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

7th June, 1991

Joy Eicke,
Palliative Care Social Worker,
Austin Hospital,
Studley Road,
HEIDELBERG, 3084

Dear Joy,

RE: SUPPORTIVE MEASURES PROJECT

Sometime ago we talked to the Oncology Social Workers about the Supportive Measures Project. As members of the Victorian Oncology Social Workers' Group, I am wondering if we could have your comments on the Table of Contents and ask, from your experience, if there are other areas to include that do not appear in the red Listing that may well fall within the gambit of the supportive measures collection of information.

If you have any questions, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

7th June, 1991

Jo McLean,
Chief Social Worker,
Prince Henry's Hospital,
St. Kilda Road,
MELBOURNE, 3000

Dear Jo,

RE: SUPPORTIVE MEASURES PROJECT

Sometime ago we talked to the Oncology Social Workers about the Supportive Measures Project. As members of the Victorian Oncology Social Workers' Group, I am wondering if we could have your comments on the Table of Contents and ask, from your experience, if there are other areas to include that do not appear in the red Listing that may well fall within the gambit of the supportive measures collection of information.

If you have any questions, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Anti-Cancer Council of Victoria



7th June, 1991

Mrs Helen Todd
Breast Cancer Support Service
ACT Cancer Society Inc
15 Theodore Street
CURTIN ACT 2605

Dear Helen,

Re: **BCSS National Guidelines**

I have enclosed some ideas regarding overall objectives for the Breast Cancer Support Service as well as a modification of the existing Guidelines for Volunteer Visitors.

I have also attached the existing BCSS National Guidelines and Volunteer Responsibilities that we use in Victoria.

Regards,

A M Lloyd
Anne Lloyd
Coordinator
Breast Cancer Support Service

Enc.

5th June, 1991

Sandy Jones,
Occupational Therapist,
Diamond Valley Community Health Service Inc.,
1 Kalparrin Avenue,
GREENSBOROUGH, 3088

Dear Sandy,

RE: LIVING WITH CANCER EDUCATION PROGRAM

It is with great pleasure that I enclosed a cheque for \$100 as a seeding grant to assist in preparations and getting started with the above program. I look forward to your continued involvement in this exciting project for people with cancer and their family members.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

5th June, 1991

Jacqui Hill,
Social Worker,
Peter MacCallum Cancer Institute,
481 Little Lonsdale Street,
MELBOURNE, 3000

Dear Jacqui,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you very much for your quick summary of the people who participated in the **Living with Cancer Education Program**. It's greatly appreciated. Should you choose to use the formal evaluation questionnaire, that would give us an even broader picture of how the picture works for individuals.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

5th June, 1991

Barbara Leroy,
Palliative Care Program Manager,
Orana & Far West Region,
Orana Health Centre,
2 Palmer Street,
DUBBO, 2830

Dear Barbara,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thanks for an update of how things are going in your part of New South Wales. I will be working with our New South Wales Cancer Council people to look at how we can run **Living with Cancer** in that state.

As requested I have enclosed a copy of the program for the new Orientation starting in August and the bibliography and handouts on adult learning theory. As more resources become available, I would be happy to pass these on. Also find enclosed our latest addition to the kit - memento bookmarks for participants of **Living with Cancer Education Program** courses to obtain each other's signatures and contact follow up numbers if so desired.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

5th June, 1991

CareerTrack International Inc.,
Locked Bag No. 4,
233 Military Road,
CREMORNE, 2090

Dear Sir/Madam,

A colleague from the Quit Campaign gave me a copy of a brochure about one of your one-day workshops "How To Make Presentations That Win Approval". I was wondering if you could let me know if a similar program is likely to be offered early next year as we are planning our staff development sessions for the next twelve months.

Thanking you in anticipation,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

3rd June, 1991

David Don,
Marketing Research Manager,
ICI Pharmaceuticals,
1 Nicholson Street,
EAST MELBOURNE, 3002

Dear David,

RE: **LIVING WITH CANCER ORIENTATION PROGRAM "A"**
DAY 3 - 7TH JUNE, 1991

Please find enclosed a copy of the program for the above session.
We look forward to seeing you there. If you have any questions,
please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

4th June, 1991

Melissa Frommer,
Social Worker,
Caulfield Community Care Centre,
P.O. Box 185,
CAULFIELD SOUTH, 3162

Dear Melissa,

**RE: LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8/8/91**

I have pleasure in advising you that you have been accepted to participate in the Orientation for Course Leaders of this Anti-Cancer Council developed education program and your place is confirmed. The details are below and a program is enclosed.

In response to requests and the feedback from people involved in previous Orientations, we have changed the way we organise the program. The August intake of course leaders will be held in three 3-hour sessions over a six month period, the second session being held on Thursday, 19th September and the third and final session on Thursday, 21st November.

My consultants and co-leaders for these orientations are Robyn Jewell, from Living Skills Australia, Rev. Moss Arnot, from Pastoral Care at Peter MacCallum Cancer Institute, Valda Ferns, recently retired Oncology Social Worker from St. Vincent's Hospital and experienced course leaders of the program.

The Anti-Cancer Council of Victoria, like all other Victorian charity organisations is "feeling the pinch" financially and in order to meet 50% of the costs towards conducting these Orientations, we are asking each participant to contribute \$10.00 per person, per session. If this is difficult, let's talk. Could you please make cheques payable to the Anti-Cancer Council of Victoria?

WHEN: Thursday, 8th August, 1991

TIME: 9.30 am - 12.30 pm

VENUE: Anti-Cancer Council of Victoria's Board Room
1 Rathdowne Street,
Carlton South

A light lunch will be provided.

Parking is available at the Exhibition Buildings Carpark and Park Safe Carpark, only two minutes walk away and in Rathdowne Street, just up from the Council.

We look forward to offering you an exciting program and if you have any queries, please feel free to contact us.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lwc.augl

4th June, 1991

Rosemary D'Urso,
Social Worker,
Box Hill Hospital,
Nelson Road,
BOX HILL, 3128

Dear Rosemary,

RE: LIVING WITH CANCER EDUCATION PROGRAM

Thank you for your request for **Living with Cancer Education Program** resources and introductory information.

Living with Cancer is an eight-week program for people affected by cancer and their family and friends and is currently being offered in many metropolitan and country hospitals, as well as community health centres throughout the state. The preparation per week is about four hours, divided between two people over the eight week period. In addition, the program runs for two hours once a week. Professionally trained people in the fields of social work, nursing, palliative care, occupational therapy, psychology and physiotherapy have co-lead the groups. It has been an advantage in the past to have people from at least two different disciplines and we recommend that the organisation inform us who they nominate to run the **Living with Cancer Education Program**, for the purposes of the Audit.

The **Living with Cancer** kit comprises a manual, an Introduction for Course Leaders, video, brochures and posters, quarterly newsletter, audit and a yearly statewide evaluation report, etc., and is available at a cost of \$100 per kit as a contribution towards the cost of production. However, a copy of the Introductory booklet can be posted out to interested organisations for a contributory fee of \$5.00 and this gives an overall picture of the program. After each course, evaluation questionnaires for all course participants of the program are sent in to our Centre for Behavioural Research in Cancer for analysis and feedback.

Orientation programs for potential course leaders are held regularly here at the Anti-Cancer Council of Victoria at a minimal contributory cost. These orientations, run in ongoing sessions, aim to guide and give hints and tips to potential leaders, with help from experienced course leaders, the next one being scheduled to begin August 8th, 1991.

Rosemary, I hope this information is what you required. I have enclosed a few posters, brochures, bookmarks for participants of the course and stickers for your letterhead, but if you require more, phone us and we can discuss a contributory cost. If you have any other queries, please do not hesitate to call.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

4th June, 1991

Teri Van Geelen,
Maroondah Breast Clinic,
Maroondah Hospital,
Mt. Dandenong Road,
RINGWOOD, 3135

Dear Teri,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8/8/91**

I have pleasure in advising you that you have been accepted to participate in the Orientation for Course Leaders of this Anti-Cancer Council developed education program and your place is confirmed. The details are below and a program is enclosed.

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lwc.augl