

30th May, 1991

Angela Kirsner,
4 Thanet Street,
MALVERN, 3143

Dear Angela,

RE: **WRITER-IN-RESIDENCE PROGRAM**

Please find enclosed a Council cheque for \$770.00 as payment in full for the work between February and April this year. In the words of our Director of Education, Dorothy Reading, if Carrie's paper is an example of the calibre of good quality writing to be produced, then the project will be a valuable asset to social workers and nurses in oncology.

I look forward to seeing you at our next meeting on Monday, 12th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

30th May, 1991

Fiona Lindsay,
Co-ordinator, Field Education,
School of Social Work,
University of Melbourne,
PARKVILLE, 3052

Dear Fiona,

Just a short note to acknowledge receiving your "swag" regarding Field Work Practicum 1 or Practicum 2. I look forward to meeting my prospective student soon.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

30th May, 1991

Margaret Skene,
Patient Support,
Anti-Cancer Foundation of S.A.,
P.O. Box 160,
NORTH ADELAIDE, 5006

Dear Margaret,

RE: **VISIT TO MELBOURNE**

Here is an outline of the program that I have organised for your for Monday 9th and Tuesday 10th September.

Monday 9th September: Between 10.00 am and 12.00 midday meet the trainers of the **Living with Cancer Education Program** course leaders, Robyn Jewell, from Living Skills Australia, Rev. Moss Arnot from Peter MacCallum Cancer Institute and Valda Ferns, recently retired Oncology Social Worker, St. Vincent's Hospital.

Lunch with Susanne Baxandall and Prasuna Reddy. Prasuna is a Senior Lecturer in Psychology at Swinburne Institute and was one of the people originally involved in the initial research into **Living with Cancer** when she was doing research psychology with our Centre for Behavioural Research in Cancer.

Between 2.00 and 3.00 pm, talk with Dr. Ron Borland, Behavioural Scientist at the Centre for Behavioural Research in Cancer, to talk about some of the theoretical underpinnings of the evaluation process.

Tuesday, 10th September: Meet the staff at the Alfred Hospital in Prahran who run the **Living with Cancer Education Program**, between 10.30 am and 12.30 pm. The Co-ordinator here is Adrienne James, Health Promotions Officer and Ivan Hochberg, Oncology Social Worker. The team include oncologists, occupational therapist, cancer nurses, social workers and, of course, the Health Promotions staff.

If there is anything else you would like us to organise while you are here, please feel free to contact me.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

30th May, 1991

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

Dear Bill,

RE: **REQUEST FOR FINANCIAL ASSISTANCE**

Just a short note to acknowledge receiving your recent letter asking for financial assistance. I am now well and truly over my "funny flu" and would welcome the opportunity to talk with you soon. Could we set a date to talk on the telephone, or when you are next up in Melbourne.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

30th May, 1991

Maureen Ramsden,
Patient Support,
The Cancer Information & Support Service,
P.O. Box 475,
LAUNCESTON, 7250

Dear Maureen,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thanks for your letter - yes you are certainly within the terms of the Agreement - thanks for asking! Could I ask that you keep a list of the number of participants. I don't need their addresses or their names, but rather to identify whether they are patients, family members, friends, students, observers, etc. If I could have this record at the end of each course, it can be added to our evaluation data.

We are re-looking at the evaluation. Should you feel inclined to use it, please do so and we will incorporate the Tasmanian statistics, at the end of the year offering a State report back to you. You are more than welcome to advertise the program as **Living with Cancer (I Can Cope)** and we look forward to hearing how the new Hobart person settles in.

Should you need any additions to your kit, it is only a telephone call away. This week, a new resource has been added to the kit and that is a bookmark for participants so that they can have the signatures of other participants on the back and note the contact for support or indeed just put it in a book and reflect on it from time to time. I have enclosed a small swag of those.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

30th May, 1991

Gretchen Lumsden,
Education Co-ordinator,
Cancer Foundation of Western Australia Inc.,
42. Ord Street,
WEST PERTH, 6005

Dear Gretchen,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thanks for your update on the program. As I mentioned, we have just completed our first "new-look" Orientation for course leaders and by the end of the year we will have some articles published on how we went about it.

A new resource arrived for the program this week and I pass 100 of these bookmarks on to you. These bookmarks are for the participants so that they can get the signatures of their fellow participants, make note of names to follow up or indeed just put them on a book to reflect on. Once you start the **Living with Cancer Education Program** in June, could we please talk about keeping a record of the numbers of people participating - that is, a quick break-down of whether they are patients, family members, students, course leaders, observers, etc. I also need to know if you would like to participate in the formal evaluation, using the questionnaires provided, which means that they could be submitted to the Anti-Cancer Council and we would prepare a State Report from our Centre for Behavioural Research in Cancer.

Thanks again,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Edwina Golombek,
Social Worker,
Peter MacCallum Cancer Institute,
481 Little Lonsdale Street,
MELBOURNE, 3000

Dear Edwina,

RE: WRITER-IN-RESIDENCE PROGRAM

Today a small group of us met to follow the work on the Writer-in-Residence Program. Please find attached a brief summary of this meeting.

We look forward to your participation at our next meeting, which is scheduled for Monday, 12th August, 1991.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Jane Bayton,
Oncology Nurse,
Peter MacCallum Cancer Institute,
481 Little Lonsdale Street,
MELBOURNE, 3000

Dear Janey,

RE: **WRITER-IN-RESIDENCE PROGRAM**

Today a small group of us met to follow the work on the Writer-in-Residence Program. Please find attached a brief summary of this meeting.

We look forward to your participation at our next meeting, which is scheduled for Monday, 12th August, 1991.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Angela Kirsner
4 Thanet Street,
MALVERN, 3143

Dear Angela,

RE: **WRITER-IN-RESIDENCE PROGRAM**

Today a small group of us met to follow the work on the Writer-in-Residence Program. Please find attached a brief summary of this meeting.

We look forward to your participation at our next meeting, which is scheduled for Monday, 12th August, 1991.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Geneveive Green
Social Worker,
Mercy Hospital for Women
Clarendon Street,
EAST MELBOURNE, 3002

Dear Geneveive,

RE: WRITER-IN-RESIDENCE PROGRAM

Today a small group of us met to follow the work on the Writer-in-Residence Program. Please find attached a brief summary of this meeting.

We look forward to your participation at our next meeting, which is scheduled for Monday, 12th August, 1991.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Sue Chamiel,
Social Worker,
Caritas Christi,
104 Studley Park Road,
KEW, 3101

Dear Sue,

RE: WRITER-IN-RESIDENCE PROGRAM

Today a small group of us met to follow the work on the Writer-in-Residence Program. Please find attached a brief summary of this meeting.

If you are interesting in attending our next meeting it is scheduled for Monday, 12th August, 1991.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Carrie Lethborg,
Social Worker,
Alfred Hospital
Commercial Road,
PRAHRAN, 3181

Dear Carrie,

RE: WRITER-IN-RESIDENCE PROGRAM

Today a small group of us met to follow the work on the Writer-in-Residence Program. Please find attached a brief summary of this meeting.

If you are interesting in attending our next meeting it is scheduled for Monday, 12th August, 1991.

Hope to see you there.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Adrienne James,
Health Promotions Officer,
Alfred Hospital,
Commercial Road,
PRAHRAN, 3181

Dear Adrienne,

RE: **LIVING WITH CANCER BROCHURES**

Please find enclosed 200 **Living with Cancer Education Program** brochures and an invoice for \$57.60.

Could I confirm that Dr. Margaret Skenes, the Manager of Patient Support at the Anti-Cancer Foundation of South Australia will be visiting the Health Promotions Department of the Alfred at 10.30 am on Tuesday, 10th September. Would you be able to spend a couple of hours with Margaret?

If I can be of any help in the promotion of your **Living with Cancer Education Programs** please feel free to contact me.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Sylvia Sauter,
Head, Dept. of Health Care Development
& Patient Support,
Swedish Cancer Society,
Box 17096 S-104 62
STOCKHOLM
SWEDEN

Dear Sylvia,

Thank you for the opportunity to meet you yesterday. It is interesting to know that the issues that we grapple with here "down under" are similar to those in Scandinavia and indeed Europe.

I would like the opportunity to talk regularly with you about support, education and policy for people with cancer and their families.

As requested here is our **Living with Cancer Education Program** kit. If you would like to receive newsletters or our regular research papers, it is only a letter away. I have also enclosed the Centre for Behavioural Research in Cancer's evaluation study, CANCOPE, which happened at the same time as the program was being offered. I mentioned to you that the Australian Cancer Society, over the last two months, has just given formal recognition for the need to include patient support and policy issues as equal weight to science, public affairs, breast cancer and laryngectomies and I thought you might be interested in this recent paper.

With our cancer support groups, I have enclosed our Guidelines which were developed with those people involved in the self-help groups, our Starter Pack, (which was adapted with permission of the UK group who were establishing such a starter pack for mental self-help groups), our Listing of Victorian Cancer Support Groups & Services and our many resources on bereavement, in Australia, I would be delighted to share with you if it's your wish.

I look forward to learning about how things are done in Sweden,
particularly your rehabilitation papers.

Best wishes,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

Rev. Moss Arnot,
Pastoral Care,
Peter MacCallum Cancer Institute,
481 Little Lonsdale Street,
MELBOURNE, 3000

Dear Moss,

**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.

29th May, 1991

Valda Ferns,
26 Manningham Street,
PARKVILLE, 3052

Dear Valda,

**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.

29th May, 1991

Robyn Jewell,
Living Skills Australia,
P.O. Box 98,
PARKVILLE, 3052

Dear Robyn,

**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.

Robyn, could I please have a copy of the handout that is to be distributed so that I can organise adequate copies to be prepared beforehand. It can either be typed or I can handwrite it.

Thanks,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

29th May, 1991

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

Dear Lorraine,

**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.

29th May, 1991

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

Dear Helen,

**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.

29th May, 1991

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

Dear Prasuna,

**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.

29th May, 1991

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

Dear Jean,

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

Please find enclosed a copy of the program for the above session.
Could you pass on a copy to Elaine Duffy? 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.

29th May, 1991

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

Dear Carol,

RE: LIVING WITH CANCER EDUCATION PROGRAM

I understand you telephone last week to say that at the present there is no need to run the above program. I wanted to thank you, on behalf of the Social Service Policy Unit for your contribution in making the program a success thus far. If you would like to receive the newsletter, the audit or be kept informed of any activities regarding **Living with Cancer Education Program**, we are only a telephone call away.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

29th May, 1991

Anne Hayes/Margaret Hughan,
Wimmera Cancer Support Team (Horsham) Inc.,
Baillie Street,
HORSHAM, 3400

Dear Anne/Margaret,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

On updating our Audit, I understand that you will not be recommencing the above program. I wanted to thank you, on behalf of the Social Service Policy Unit for your contribution in making the program a success thus far. If you would like to receive the newsletter, the audit or be kept informed of any activities regarding **Living with Cancer Education Program**, we are only a telephone call away.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

29th May, 1991

Ros Mulvey/Isobel Attwood,
Westgate Community Health Centre,
101 Hudson Road,
SPOTSWOOD, 3015

Dear Ros/Isobel,

RE: LIVING WITH CANCER EDUCATION PROGRAM

On updating our Audit, I understand that you will not be recommencing the above program. I wanted to thank you, on behalf of the Social Service Policy Unit for your contribution in making the program a success thus far. If you would like to receive the newsletter, the audit or be kept informed of any activities regarding **Living with Cancer Education Program**, we are only a telephone call away.

Also, I would like to ask your permission to include Westgate in our Audit as having "run one program during 1990 and able to offer individual support." Could you please let me know if this would be possible?

Thank you,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

29th May, 1991

Lisa Judd,
Community Health Nurse,
Sandringham & District Memorial Hospital,
193 Bluff Road,
SANDRINGHAM, 3191

Dear Lisa,

RE: LIVING WITH CANCER EDUCATION PROGRAM

On updating our Audit, I understand that you will not be commencing the above program. I wanted to thank you, on behalf of the Social Service Policy Unit for your contribution in making the program a success thus far. If you would like to receive the newsletter, the audit or be kept informed of any activities regarding **Living with Cancer Education Program**, we are only a telephone call away.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

29th May, 1991

Mark Dunn,
Chaplain,
ITIM,
358 Lonsdale Street,
MELBOURNE, 3000

Dear Mark,

RE: LIVING WITH CANCER EDUCATION PROGRAM

It is with some sadness that I acknowledge that your request to join in a program at Box Hill met with refusal. There are many other opportunities and I would be delighted to discuss them with you and members of your team.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

29th May, 1991

Helen Gardner,
Co-ordinator,
Jewish Crisis Centre,
331 Kooyong Road,
ELSTERNWICK, 3185

Dear Helen,

Following on from our recent telephone contact please find enclosed the contact details of Mary Vachon, who works at the Clarke Institute of Psychiatry in Toronto. I also enclose a couple of her articles for your perusal and, as you requested, a copy of the agreement form and a new **Living with Cancer** video.

At any time if you find pieces of the kit faulty or worn, please let me know and we can replace them.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

27th May, 1991

Ms Kerri Carboon
Coordinator
Palliative Care Education
Royal District Nursing Service
452 St Kilda Road
MELBOURNE VIC 3004

Dear Kerri,

Re: RDNS Palliative Care Course

I have contacted Mrs Jan Lovett (589 2921) and she is very pleased to talk to the nurses in the Palliative Care Course on Wednesday, 26th June, and 18th September, 1991, from 9.00-10.30am.

Could you please phone Jan and check that everything is still OK prior to the above dates.

Yours sincerely,

Anne Lloyde
Coordinator
Breast Cancer Support Service

27th May, 1991

Mr. Ken Patterson,
Executive Officer,
Health Department of Victoria,
555 Collins Street,
MELBOURNE, 3000

Dear Ken,

RE: CARING FOR THE TERMINALLY ILL - VICTORIAN STANDARDS AND GUIDELINES, PREPARED BY THE PALLIATIVE CARE ADVISORY COUNCIL FOR THE HEALTH DEPARTMENT OF VICTORIA, MAY 1991 - DRAFT COMMENTS

Thanks for the opportunity to comment on the 15 pages faxed prior to the last meeting. As someone who hasn't read this document before, may I offer the following suggestions.

What is missing in an introduction, briefly talking about what this document aims to do, who are the people who are preparing it and who is the audience. Likewise, all sections need a very brief introduction so that the reader can see what is in it and make their assessment of the worth of what is there and indeed identify any missing bits.

In Section 1.1 there is a need to set the scene in regard to the particular contribution of palliative care education. This, in my view, is a form of education which aims to add to the community understanding and expectations about palliative care and care generally.

In Section 1.2, do we have to have people as patients, can they people close to death or people affected by consumers or service-users. My hunch is that the language of consumers is more appropriate with palliative care.

In Section 1.3, I am just wondering whether palliative care physicians are the only people doing palliative care and are they able and willing to do it. Maybe they can best answer it.

My recommendation, when mentioning pastoral care, is to remove psychosocial counselling but rather replace it by professional counselling. It means little unless you are willing to write a sentence about what you think it might mean.

In Section 1.4, is it appropriate to recommend that any agreements about co-ordination and delivery of service must be written and whether it is linked to funding. If you don't measure up to the standards in the agreements, you may or may not get your funding? What isn't mentioned in there also is a review of any co-ordination agreements. It might be fine today, but it may well not be tomorrow.

Section 1.5 - I would suggest that each Health Department Regional Plan also have a role. Is it appropriate to suggest that Regional Health Directors, as part of their job specification, have a firm commitment to looking at palliative care. HDV regions could encourage the identification and possible community solutions to gaps in health

services, look at funding equity and maybe promote research on the subject - identify without having to do the lot.

Section 1.6 - I remember a change that it be specific palliative care training.

Section 2 - Priorities relating to the practice of community-based agencies providing palliative care. Again this needs a brief introduction and some acknowledgement of what's in the standards. Are these standards to be linked to funding. Can we make a recommendation? Do these standards also relate or otherwise to non-community based services and the review is not mentioned. A review by those actually doing it in point 2 is an important factor and is sometimes overlooked. Again, job specification, review, linking to professional organisation and industrially correct arrangements are essential.

My question is whether 2.3, 2.4, 2.5 are actually mentioned in the standards document (South Australia, 1991) that is about to come.

2.6 ought to include research, or some process of enquiring, further developing, encouraging practitioners to put practice notes into papers of publishable standard.

2.8 could deliver a firmer message about education. Section 3 on guidelines for hospitals - the management of people with terminal illness. I think that this section, given that acute hospitals are going to be around for considerable time is vital. If we are serious about integrating the knowledge skills and science of palliative care so that "Mrs. Jones" who is about to have her gall bladder out can benefit from the knowledge of palliative care, then let's say so.

Can we make a recommendation about the audience of this document. Are we talking to just anyone in the hospital, be it patients, be it Director of Nursing, Medical Directors or hospital boards and how does this link to the standards? I know that most public hospitals and indeed community centres are pre-occupied with pain and pain management. This should be top of the list for the focus of hospitals and the linked palliative care. This could be emphasised, particularly in caring for the terminally ill, that the approach is determined by the person who is ill or about to die and the skills and science of pain management are introduced.

Awareness of total needs ought to include economic and cultural. I am not sure if this is necessarily to go in the report, but a focus to be kept on the role of the palliative care team. Do we have any idea of what the cost may well be of developing a palliative care team and some sort of timetable for implementation. My hunch is that such a model may be hastened if there is a practising approach in which people can look at and see how it works and how it can transfer and build on the skills of existing practitioners, be they medical, social work, etc.


Action on education and the check list for discharge are practical and make sense. I think palliative care is well placed to learn something from the consumers and this has not been mentioned to date and ought be included.

That's the end of my comments on this. The small working group has prepared a draft appendix on resources and we will bring that to the June meeting and, hopefully, statistics from the Cancer Registry.

Before closing, could we discuss the closure of Citymission in patient palliative care beds at the June meeting and I enclose a copy of correspondence that has come my way recently.

Bye for now,

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'S Baxandall', written in black ink.

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: pcstandards

24th May, 1991

Mary Vachon,
Clarke Institute of Psychiatry,
250 College Street,
TORONTO M5T 1R8
ONTARIO
CANADA

Dear Mary, Bruce & Alexa,

Hello from "Down Under"! Yes, we have launched yet another cookbook and I thought you might be interested. I still make the artichoke dip and remember it with fondness.

Workwise, I have just embarked on a project with a Psychologist colleague, Prasuna Reddy to write a book for those who have the courage to care for somebody who has a life-threatening illness. We have met many interesting and honest people who have given us an account of what it is actually like, as well as some practical tips for others. So, I will keep you posted on that score. Maybe next time it will be mine and Prasuna's book!

I trust things are well with you and the family and look forward to hearing from you.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

24th May, 1991

Professor Judy Parker,
School of Nursing
La Trobe University,
St. Helliers Street,
ABBOTSFORD, 3067

Dear Judy,

RE: PALLIATIVE CARE EDUCATION SURVEY

I have pleasure in enclosing an Anti-Cancer Council cheque for \$1,500 to enable the production and distribution of this discussion paper.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

23rd May, 1991

Mr Cecil Sellers
196 Collins Street
THORNBURY 3071

Dear Mr Sellers,

Please find enclosed a receipt for your donation which is greatly appreciated and also what information we have on Testicular Cancer.

Pat is in Tonga on holiday at the moment but I am sure she will jot you a line on her return after 3rd June.

Yours sincerely,



Lorraine Lindsay
Secretary
Social Service Policy Unit

Enc.

082840

22nd May, 1991

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

Dear Robyn,

RE: **PATIENT SUPPORT GATHERING - APRIL 1991**

Please find enclosed payment for your facilitation of the Australian Cancer Society's patient support meeting in April this year. The participants all commented on the professionalism, warmth and skill of your presentation and we look forward to having you join us again in September.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

22nd May, 1991

Mr. Bob McQueen,
196 Ocean Beach Road,
SORRENTO, 3943

Dear Mr. McQueen,

Just a short note following our telephone talk today. As you know, Norm, our Anti-Cancer Council volunteer talked with me today about follow-up for practical help and support. I have since found out that the Peter MacCallum Cancer Institute Social Worker who works with people who have bowel cancer is Mrs. Robyn Langford and she would be delighted to speak to you following referral from the doctor at any time you are in Melbourne. If you are seeing Dr. Jeal down at the Frankston Hospital, the Charge Sister of Outpatients, Sr. Bronwyn Lott, may be of assistance also.

I understand from Robyn that when looking at medical bills, there is always room for negotiation with Medicare. I am returning your original bills so that they remain with you. If we can be of any further assistance, please feel free to contact any of us.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

21st May, 1991

Steve Martin,
Oncology Social Worker,
Royal Children's Hospital,
Flemington Road,
PARKVILLE, 3052

Dear Steve,

RE: **CO-ORDINATORS OF CHILDHOOD CANCER SUPPORT GROUPS
MEETING 20TH MAY, 1991**

As you probably know, Pat Dobson is Tonga and she has asked me to participate in this meeting. I have an item for consideration and that is to ask whether the organisers would consider distributing an advertisement calling for participants in a project. This advertisement has already appeared in Cancer News and has gone out with CANLINK. I enclose a copy of the advertisement and the questionnaire which will give the organisers an idea of the sorts of questions we might be asking potential participants. It is not to be used without the permission of the authors.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

21st May, 1991

Margaret Noone,
Co-ordinator,
Very Special Kids,
31 Alma Road,
ST. KILDA, 3181

Dear Margaret,

Thank you for agreeing to put the advertisement in the Very Special Kids newsletter. I have enclosed a copy of the questionnaire and covering letter so that you can be aware of the sorts of things that we are asking potential participants.

I will drop those posters in for Lyn Bechervaise towards the end of the week.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

21st May, 1991

Mr. Patrick Quealy,
Executive Consultant,
Training & Consultancy Services,
Australian Institute of Management (Victoria),
P.O. Box 112,
ST. KILDA, 3182

Dear Patrick,

RE: **TIME MANAGEMENT TRAINING**

Thank you for your recent note. The staff in the Social Service Policy Unit, the Education Unit and the QUIT program would like to run a program in October, the date yet to be set. By the last week in June we should have confirmed a date and will be in contact with you.

Thank you very much for your detailed prospectus. It looks exciting and we look forward to making a time to participate.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

21st May, 1991

Mabel Mitchell,
Palliative Care Nurse,
Warrnambool Base Hospital,
Ryot Street,
WARRNAMBOOL, 3280

Dear Mabel,

Thanks for the opportunity to talk with you about your exciting project this afternoon. I look forward to talking with you further about your uncertainty research.

As I mentioned, here are two papers prepared by the Centre for Behavioural Research in Cancer which were preliminary to the offering of our **Living with Cancer Education Program** here in Victoria - the Can Cope research protocol and the follow up report.

In regard to our radiotherapy booklet, Fran Lowe, who is our publications person advised me this afternoon that the first draft has not yet been completed so it looks as if it is a little way off yet.

The Australian Institute of Management training program on Time Management will probably be held sometime in mid-October, involving Social Service Policy Unit, Education Unit and Quit staff. By the second week in June we will have set the date and I will hold a space for you.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

21st May, 1991

Chris King,
Oncology Charge Nurse,
Western Hospital
Gordon Street,
FOOTSCRAY, 3011

Dear Chris and team,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Just a short note to let you know that I have had contact with Helen Beatty at the Western Region Health Centre at 72 Paisley Street, Footscray, on Ph: 689 4888. They too have been interested in the above program and offer individual counselling. Their first advertisement to run **Living with Cancer** attracted health professionals. I suggested they talk with you, so Helen may well ring you sometime soon.

Bye for now,

Your sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Helen Beatty, Western Region Health Centre

21st May, 1991

Mrs. Sam Smart,
Canadian Cancer Society,
10 Alcorn Avenue,
Suite 200,
TORONTO,
ONTARIO, M4V 3B1,
CANADA

Dear Sam,

Hello from "down under"! I remember your visit with fondness and thought you might be interested in our latest cookbook **Good Food Fast**.

How are things with you in regard to patient support activities? We are continuing to move from strength to strength with our **Living with Cancer Education Program** and late last year's visit from Dr. Judi Johnson was a welcome impetus!

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

000257

21st May, 1991

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

Dear Sandy,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

I have pleasure in enclosing an Anti-Cancer Council cheque for \$100 so that yourself and Ally can offer the education program for people and their families in the district close to you.

As requested, also today I enclose a completed **Living with Cancer Education Program** for you and your colleagues to look at. I will put it out on loan to you for three weeks and could it be returned during the week commencing 11th June?

I have also reserved two places for you to be involved in the **Living with Cancer** Orientation commencing 8th August and attached is the information regarding this.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

21st May, 1991

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

Dear Professor Kahraman,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

I was unsure as to which paper you requested in regard to the **Living with Cancer Education Program**, so have enclosed the original Can Cope study which took place before the development of the program, the latest evaluation report, a brochure of the eight-week education program for people affected by cancer and their families and the Introductory Booklet, to give you some idea of the nature of the **Living with Cancer Education Program**.

I would be pleased to send you a **Living with Cancer** kit if you wish. Please let me know if you would like me to do this.

Regards,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.ist

21st May, 1991

Naomi Stearns,
Dana-Farber Cancer Institute,
44 Binney Street,
BOSTON,
MA 02115
U.S.A.

Dear Naomi,

A belated Happy New Year and I trust 1991 finds you well!

I thought you might be interested in a copy of our latest cookbook from the Council **Good Food Fast!** I understand that a few Melbourne colleagues are participating in the National Oncology Social Workers' Conference this year.

Our **Living with Cancer Education Program** continues to be led by social workers and nurses, in passing on the many skills and ideas that they have to people affected by cancer and their family members. The recent visit of Dr. Judi Johnson from Minnesota was a welcome boost!

Another program that we have started just recently is our **Writer-In-Residence Program** where the Anti-Cancer Council pay a couple of freelance writers to help our oncology social work colleagues to put pen to paper. We are just about ready to publish our first paper which focuses on the role of social workers in assisting people to do some of their "finishing off business" before dying.

Kim Hobbs gave birth to a fit and healthy girl just recently and both she and mum are well!

We continue to enjoy Melbourne and as I can see social workers beginning to play a leading role in determining what is involved in comprehensive patient care and being true to the idea of being a core profession in cancer care.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

21st May, 1991

Linda Neiman,
 Director of Nursing,
 Donald District Hospital,
 P.O. Box 116,
 DONALD, 3480

Dear Linda,

RE: **PALLIATIVE CARE - POLICY ISSUES - ASSIGNMENT**

Thanks for your formal note regarding your information request for your assignment. I have tackled my response in the following way. The first one is to give you a quick history of the Anti-Cancer Council's involvement, recent enquiries, reports and issues. If you need any help in clarifying any points I have raised, please feel free to contact me.

First of all, a quick history of the Anti-Cancer Council's involvement in hospice/palliative care. The Anti-Cancer Council started in 1936 as a charity with a goal to assess and promote cancer medical research and support of people with cancer. It has a limited education role at that stage. In 1937, Welfare Grants were started, that offered individual assistance to people with cancer and their families. In the main, this assistance went as "a terminal care subsidy" and lasted until the 1970's. It assisted people with the costs of finding accommodation, if they didn't have long to live, with cancer. This was sometimes nursing home, special accommodation house or private rental market. This program of terminal care subsidies lasted until the 1970's until the State and communities responded with services.

Post second World War, the Anti-Cancer Council recommended the establishment of the Peter MacCallum Cancer Institute which had a continuing care role. Caritas Christi Hospice, as a free-standing hospice, started and the Anti-Cancer Council continued its individual patient and family assistance. In the 1950's, with the growth of visiting nursing services, the Anti-Cancer Council offered an annual grant to these nursing services to promote care in a person's home. In the 1960's and 1970's, all visiting nursing services within the metropolitan or country area received an annual grant from the Anti-Cancer Council of Victoria.

The 1980's, in my view, saw the discovery that human beings die, the recognition that there was going to be an ageing population, many of which would die of chronic, potentially life-threatening illnesses like cancer, and now we know the growth of Alzheimer's Disease. Enter the role of local, state and federal government, wanting to move from private action to public interest and social and public policy. Now came the rash of many reports. The first one that is worth recommending is the Webster Report. It's correctly titled: **Palliative Care in Victoria: Report of the Sub-Committee, July 1984, Victorian Co-operative Oncology Group, Anti-Cancer Council of Victoria** and I include the Table of Contents. It was probably one of the first steps as an Anti-Cancer Council involved in looking at the principles that should govern. Requested by myself, now involved in funding palliative care activities in institutions as well as home, but also to encourage government to look at what principles ought govern palliative care, a realistic awareness of the need to find local solutions and a recognition that problems do exist that require activity.

1985 saw the publication of the Ministerial Committee to Review Cancer Services in Victoria, with the Chairperson here, Professor Lovell. This report, and I again include the Table of Contents, looked at where cancer treatment ought to be placed, with a recognition that palliative care was part of that. Indeed, a publication recognition that people might die of cancer and need somewhere to go and have adequate pain relief, etc. At about the same time, in 1986, the then Victorian Premier, John Cain, released a report: **Social Justice, the Need for a Strategic Approach**. Again, this was an example of State government now establishing a social development committee that looked at the social responsibility of government at a State level and looked at the principles of guiding equity and positive discrimination to improve access to those who may have been excluded in the past.

In March 1986 we saw the beginning of the debate, **Dying With Dignity**. The Social Development Committee released its first report in March 1986, which was the first report on the enquiry into the options for dying with dignity. This report incorporated a discussion paper on a range of views for options for dying with dignity. Public debate was beginning.

In August, 1988, the Centre for Applied Social Research in Health released its report **Dying with Dignity: Ethical, Religious and Cultural Perspectives with Implications for Health Professionals**. This was edited by Heather Gardner and Rosalie Aroni. Your copy can be obtained on (03) 342 0351.

The Anti-Cancer Council, during the 1980's, was involved in commissioning the Webster report, the Lovell report and the Wannan report in December 1985, all of which were looking to guide the public discussion and placement of public money into Hospice/Palliative Care services. During the 1980's, the Anti-Cancer Council had a commitment to fund those newly-fledged, home-based community programs that adopted the principles outlined, particularly in the Webster report of 1984. The Council provided seeding funding to the programs in the following communities: Dandenong, Albury-Wodonga, South Port, La Trobe Valley, Mercy, Ballarat, Frankston and Geelong. It wasn't long into the 1980's that the State Government then met the cost of the ongoing funding of these community programs and indeed now there are many as witnessed by the Listing prepared by the Victorian Association of Hospice Care Programs, the Listing of Victorian Cancer Support Groups & Services, and indeed the National Listing of Hospice/Palliative Care Programs. So the lobbying of the Anti-Cancer Council paid off and the State met the costs.

In addition, the Anti-Cancer Council offers Oncology Education Grants for Nurses and Social Workers, Education Grants for the Victorian Association of Hospice Care Programs and has been actively involved in the reports that are mentioned in this next section.

In June, 1989, the then Minister for Health, David White followed by Caroline Hogg, commissioned a report on palliative care services in Victoria. This was the workings of the Victorian Palliative Care Council and the Victorian Palliative Care Education & Training Committee, both involving active participation of the Anti-Cancer Council of Victoria. A Table of Contents is enclosed.

In addition, the Anti-Cancer Council granted \$10,000 to Patty Hodder and Anne Turley to produce **Palliative Care: The Creative Option**, a manual for health professionals. If palliative care was going to happen, a range of health professionals needed to have some idea of the approach, the science and the practice. 1989 also saw the National Health and Medical Research Council's Report of the the Working Party on the Management of Severe Pain, done in Canberra.

In 1989, the Medical Oncology Group of Australia held a gathering at Parliament House, Canberra, looking at palliative care for the 1990's and the proceedings of this multidisciplinary meeting were duly published.

In the broader sense, you have seen State government in Victoria, the gathering of a national meeting, the first Professor of Palliative Care appointed in South Australia, a National Affiliation of Palliative Care with an ear to Canberra, places that educated nurses, social and doctors to being alert to the need to incorporate palliative care and the care of people with potentially life-threatening illnesses; applying the principles of palliative care and rash of reports and investigation into the training of the medical profession, the nursing profession, the roles of Directors of Nursing in hospital and promoting palliative care and the Anti-Cancer Council of Victoria has been an active leader in doing this.

The Victorian Palliative Care Council continues to operate with an ear to the new Minister for Health and the new bureaucrats at the Health Department of Victoria, promoting the practical and theoretical in palliative care for Victoria.

The drug companies are also on the scene and Sigma has recently sponsored the **Management of Pain in Cancer: An Update for 1991**. At the professional level you have seen the strengthening and development of visiting nursing services now incorporating specialist people prepared for palliative care. You have seen the Royal Australian Nursing Federation's Special Interest Group - Oncology Nurses - looking at palliative care, likewise the Oncology Social Workers Group (a special interest group of the Australian Association of Social Workers) promoting the ideas to groups like the Australian Cancer Society and the Clinical Oncological Society of Australia (COSA).

So, the voice may well be heard. There are many people doing much activity. We trust and would encourage access to all for the remainder of the decade.

I trust your assignment is an interesting one and could I be bold enough to request a copy for our records and if you have anything you wish to discuss please feel free to contact me. Short of writing your paper I could identify the social issues. There has been funding allocated for the State and the Health Department would be the best people to tell you that in their Older Person's Section.

Reports are available and they are definitely weighty. I trust that photocopying the Table of Contents might lighten the load.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.pall

20th May, 1991

Ivan Hochberg,
Oncology Social Worker,
Alfred Hospital,
Commercial Road,
PRAHRAN, 3181

Dear Ivan,

RE: REPRINTING OF THE LIVING WITH CANCER BROCHURES

My quote has just come in for reprinting of the above brochures. The cost of reprinting 1,000 is \$191.

Look forward to talking with you soon.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Adrienne James, Health Promotions, Alfred Hospital

20th May, 1991

Valda Ferns,
26 Manningham Street,
WEST PARKVILLE, 3052

Dear Valda,

RE: **LIVING WITH CANCER EDUCATION PROGRAM IN SOUTH AUSTRALIA**

On Monday, 9th September, my counterpart, Dr. Margaret Skene, from the South Australian Anti-Cancer Foundation will be in Melbourne and wants to learn more about how to train potential course leaders for the **Living with Cancer Education Program**.

I was wondering how you would be placed to meet at our office between 10.00 am and midday with Robyn and Moss?

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

21st May, 1991

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

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - AUGUST 1991**

I have pleasure in advising you that you and your colleague have been accepted to participate in the Orientation for Course Leaders of this Anti-Cancer Council developed education program and your places are 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 hour sessions over six months, 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, 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.

- 2 -

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

20th May, 1991

Nessa Coyle,
Palliative Care,
Memorial Sloan-Kettering Cancer Center,
1275 York Avenue,
NEW YORK, N.Y. 10021
U.S.A.

Dear Nessa,

Hello from Melbourne, Australia! I trust all is well with you for 1991. I have been extremely tardy in replying to your recent letter and apologise for this. I know of your travels around New Zealand. My colleagues have mentioned that and Sloan-Kettering certainly stands out as being a place where interesting things are happening from which we can learn.

We continue with our self-help, education and policy focus and there has been some change, particularly at the government level, where principles of palliative care have been acknowledged and the government now meets the cost of helping community-based hospice/palliative care programs get started in our state. Our Health Department is helping us move towards developing an information base involving all programs, whether they are free-standing or community, so that we can add to the body of knowledge of who is doing what, how and when and we can make policy decisions about accommodation, education and learning from those who have been through the program.

A thought in your busy, bustling state of New York (of which I hear from our news that your Mayor is about to make things just that much harder for your citizens with financial cutbacks) was that you might be interested in our latest cookbook **Good Food Fast!**

Alexander continues to be an absolute delight and I learn from him a lot about the joys of life!

Wishing you all the best for the remainder of 1991!

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

17th May, 1991

Wendy Clark,
Oncology Nurse,
Western Hospital,
Gordon Street,
FOOTSCRAY,

3011

Dear Wendy,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to remind you to RSVP as soon as possible to ensure your places at the next **Living with Cancer Education Program** Orientation for Course Leaders, as we have received additional enquiries about the August intake.

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer** Orientation to **\$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria.

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

Jenny Gledhill/Brenda Sanderson,
Sunraysia Cancer Support Group,
P.O. Box 613,
MILDURA, 3500

Dear Jenny/Brenda,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to remind you to RSVP as soon as possible to ensure your places at the next **Living with Cancer Education Program** Orientation for Course Leaders, as we have received additional enquiries about the August intake.

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer Orientation to \$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria.

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

Margo Fitzpatrick,
Colac Community Health Centre,
P.O. Box 386,
COLAC, 3250

Dear Margo,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to remind you to RSVP as soon as possible with the names and titles of your colleagues wishing to attend to ensure your places at the next **Living with Cancer Education Program** Orientation for Course Leaders, as we have received additional enquiries about the August intake.

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer Orientation to \$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria.

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

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

Dear Gayle,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to confirm your place at the above Orientation.

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer Orientation to \$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria.

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

Kerry Carboon,
Nurse Educator,
Royal District Nursing Service,
452 St. Kilda Road,
MELBOURNE, 3004

Dear Kerry,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to confirm two places for you and your colleague at the above Orientation. Could you please forward to us the name and title of your colleague?

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer Orientation to \$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria. Could you please pass on this information to your colleague?

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

Adrienne James,
Health Promotions,
Alfred Hospital,
Commercial Road,
PRAHRAN, 3181

Dear Adrienne,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to remind you to RSVP with the names and titles of your colleagues wishing to attend as soon as possible to ensure your places at the next **Living with Cancer Education Program** Orientation for Course Leaders, as we have received additional enquiries about the August intake.

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer** Orientation to **\$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria.

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

Karen Gray,
Oncology Social Worker,
Western Hospital,
Gordon Street,
FOOTSCRAY, 3011

Dear Karen,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to remind you to RSVP as soon as possible to ensure your places at the next **Living with Cancer Education Program** Orientation for Course Leaders, as we have received additional enquiries about the August intake.

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer** Orientation to **\$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria.

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

Shirley Glover/Anne Richards/Pat James,
Social Worker/Oncology Nurses,
Wimmera Hospice Care,
Baillie Street,
HORSHAM, 2400

Dear Shirley/Anne/Pat,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to remind you to RSVP as soon as possible to ensure your place at the next **Living with Cancer Education Program** Orientation for Course Leaders, as we have received additional enquiries about the August intake.

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer Orientation to \$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria.

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

Dear **Living with Cancer** Colleague,

RE: **PRESENTATION OF "LOOK GOOD, FEEL BETTER"**

Please find attached some information about an innovative program for people affected by cancer called **Look Good, Feel Better**. The program, which is already off and running in NSW has been endorsed by the Australian Cancer Society. Peter MacCallum Cancer Institute is to offer the **Look Good, Feel Better** in the near future and the Anti-Cancer Council of Victoria is particularly interested in promoting the program.

As a development from this there is the possibility that **Look Good, Feel Better** could be incorporated into the **Living with Cancer Education Program** in one of the sessions if course leaders are interesting in taking up the idea. Therefore you are invited to attend the June meeting of the Victorian Oncology Social Workers' Group, of which I am the Honorary Secretary, which is organising a presentation by Ms. Katherine Emerson, General Manager of the **Look Good, Feel Better** program in NSW.

TIME: 9.00 am - 11.30 am
WHEN: Wednesday, 12th June, 1991
WHERE: Lecture Theatre 1, Level 9,
Peter MacCallum Cancer Institute,
456 Lonsdale Street (Sun Alliance Bldg)
MELBOURNE

As numbers may be limited due to space could you please RSVP as soon as possible to either myself or Ann Taylor at the Anti-Cancer Council of Victoria on Ph: 662 3300.

I hope you will be able to attend this presentation and look forward to seeing you there. If you have any queries please feel free to contact me.

Yours faithfully,



SUSANNE BAXANDALL
Director
Anti-Cancer Council of Victoria

Hon. Secretary
VOSWG

Encl.

17th May, 1991

Julie Parker/Margaret Wallace,
Community Health Nurse/Counsellor,
Moe-Naracan Community Health Centre,
42 Fowler Street,
MOE, VIC. 3825

Dear Julie/Margaret,

RE: **LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - 8TH AUGUST 1991**

Just a short note to confirm two places for you at the above Orientation.

Also, I have pleasure in informing you that the Anti-Cancer Council of Victoria has been most fortunate in receiving a generous donation from a family who have requested that these funds be used for patient education. As a consequence, we have been able to reduce the cost of the **Living with Cancer Orientation to \$10.00 per session per person**, which will be a total of **\$30.00 for all three sessions**. This is still a 50% contribution towards costs. As stated in the previous letter, could you please make cheques payable to the Anti-Cancer Council of Victoria.

If you have any queries, please feel free to call me.

I look forward to meeting with you on 8th August.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: voswg.aug

17th May, 1991

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

Dear Janet,

**RE: LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - AUGUST 1991**

I have pleasure in advising you that you and your colleague have been accepted to participate in the Orientation for Course Leaders of this Anti-Cancer Council developed education program and your places are 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 hour sessions over six months, 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, 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.

Could you advise us of the name and title of your colleague as soon as possible so that we can get our list of participants completed.

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

17th May, 1991

Rosaura Miranda,
Occupational Therapist,
Repatriation General Hospital,
Banksia Street,
HEIDELBERG, 3084

Dear Rosaura,

**RE: LIVING WITH CANCER EDUCATION PROGRAM -
ORIENTATION FOR COURSE LEADERS - AUGUST 1991**

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Ref: lwc.augl

17th May, 1991

Rosaura Miranda,
Occupational Therapist,
Repatriation General Hospital,
Banksia Street,
HEIDELBERG, 3084

Dear Rosaura,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your query about the **Living with Cancer Education Program**, which has been developed by the Social Service Policy Unit of the Anti-Cancer Council of Victoria. Information about this program is enclosed.

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 into Cancer for analysis and feedback.

Orientation programs for potential course leaders are held regularly here at the Anti-Cancer Council of Victoria. These orientations, run in blocks of three 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 on August 8th, 1991.

If you would like further information please do not hesitate to contact either myself or Ann Taylor on 662 3300.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

16th May, 1991]

Heather Wain,
Director Social Work Services,
Royal Canberra Hospital,
P.O. Box 11,
WODEN, ACT. 2606

Dear Heather,

RE: ACS COUNCIL MEETING

Apologies for my tardiness in replying to your handwritten note. I had been struck, until recently, by some dreadful "flu thing". That has now lifted and I understand that Lawrie is sending a note to all patient support managers with a summary of the outcome of the Council meeting of May.

I am wondering if we could make a time within our busy schedules just to talk on the telephone!

By the way, the "Phantom" tickets are on their way!

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

16th May, 1991

Mr. Ken Patterson,
Executive Officer,
Palliative Care Advisory Council,
Health Department of Victoria,
555 Collins Street,
MELBOURNE, 3000

Dear Ken,

RE: **CANCER DEATH STATISTICS**

In preparation for the report of the Council at our meeting last week I was asked to follow up with Dr. Graham Giles, the Director of our Cancer Registry for information to form part of an appendix on projections on cancer deaths towards the future. Graham has agreed to prepare the following:

Cancer deaths for Victoria - all ages and all cancers;
Projections for all cancers, all ages across Victoria and to organise it in Health Department regions.

He is aware of the date of our next meeting on June 3rd, and will do his best. The first task is relatively easy. The second requires some time.

I will need a week to set aside time to make comment on the draft document and will be back to you soon with comments.

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

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Mrs. Margaret E. Ray, MP, Member for Box Hill

16th May, 1991

Lyn Cooke,
34 Murphy Street,
SOUTH YARRA, 3141

Dear Lyn,

RE: **THE BOOK**

I understand from a chat with Prasuna that you are willing to help us with the next phase of the project. Yesterday, we finished posting out CANLINK, the newsletter that Pat Dobson co-ordinates as a chatty communication between all our recognised cancer support groups. We enclosed the attached invitation that would have gone out to 400 readers. We would imagine that come next Thursday, 23rd, we would be needing your help to take calls and give people the new revamped questionnaire and covering letter.

Prasuna and I thought that we would offer people with opportunity to complete the questionnaire and/or do a tape and we would send them a self-addressed, stamped envelope so that we ensure getting them back and we thought that we would give people a month by which to return it.

If this is not OK, could you please let me know. If not, we look forward to seeing you next Thursday. I will be at the Royal District Nursing Service early in the morning, so I may not see you that Thursday, but if anything crops up I will leave the phone number so that you can give me a call. I will also endeavour to leave an "Instructions to Lyn" sheet for you.

Looking forward to continuing working with you, and I have got a few ideas for your book.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

16th May, 1991

Cathy Italiano,
Hawthorn Young Person's Resource Centre,
372 Burwood Road,
HAWTHORN, 3122

Dear Cathy,

RE: "CANTEEN" NEEDS ASSESSMENT

I understand you telephoned yesterday afternoon and I am able to give you a couple of leads on good consultancy people. The following people may be able to carry out such a consultancy themselves or indeed refer you to someone who can do a good job, be affordable and be true to the process of working with human beings.

My first suggestion is Yoland Wadsworth. Yoland works at the Social Action Research Centre at Ross House in the city on 650 6963. She has recently published an excellent book called "Everyday Evaluation on the Run" and has been actively involved in getting a network started called FOPAR. This approach involves the people that you are working with really having their say.

My next suggestion would be Lyn Wannan, who is a consultant to the Health Department of Victoria and the Minister for Health, on areas affecting Victorians who may not have long to live through palliative care programs. Lyn is a private consultant, 1st Floor, 176 Bridge Road, Richmond, Ph: 428 5875.

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

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

15th May, 1991

Katherine Emerson,
P.O. Box 49,
BALGOWLAH, 2093

Dear Katherine,

The news is spreading fast! Not only is the Alfred Hospital, through Adrienne James and the whole team, wanting to run **Look Good, Feel Better** as part of **Living with Cancer**, it appears that the Repatriation General Hospital is also a "goer".

I was talking on Monday with the Oncology Social Worker, Helen Foster, who is also the co-leader of the program there, and it appears that their oncologists are very keen to run **Living with Cancer** and may include people who want to come to Repat., not necessarily just Repat. patients. I have encouraged the Repat. people to come on 12th June, but would suggest a contact with them directly. As I mentioned it is Helen Foster, Oncology Social Worker, Repatriation General Hospital, Banksia Street, Heidelberg, 3084, Tel: (03) 490 2860.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Pat Dobson, ACCV

15th May, 1991

Christine Benson,
Executive Officer,
V.A.H.P.C.,
P.O. Box 759,
FRANKSTON, 3199

Dear Christine,

RE: **ACCOMMODATION FOR VAHPC EXECUTIVE OFFICER**

Last Friday, at the Ministerial Advisory meeting I mentioned in passing that the Anti-Cancer Council of Victoria would be delighted to make an offer of the space should your new Executive Officer wish to take it up. I have talked with our staff here at the Social Service Policy Unit and am able to confirm this offer.

We can supply an office with a telephone and all the essentials on a Tuesday and a Friday. We can of course also offer access to photocopying. You may not choose to take the offer up but it's there for use for the remainder of May, June and July.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

15th May, 1991

Irene Renzenbrink,
Oncology Social Worker,
Mercy Hospice Care,
P.O. Box 178,
SUNSHINE, 3020

Dear Irene,

I have pleasure in enclosing an Anti-Cancer Council grant for \$500 as part of our Oncology Education Program for Social Workers. We look forward to receiving your report on the Third International Conference on Grief & Bereavement in Contemporary Society to be held in Sydney in June this year.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

14th May, 1991

Dr. Joanne Williams,
Co-ordinator,
Health 2000,
C/- Epicentre,
ACCV

Dear Jo,

On behalf of the members of the Victorian Oncology Social Workers' Group, I would like to express appreciation in your taking time to give a most informative presentation on the Health 2000 cohort study. The interest that your talk generated within the group was, I believe, self-evident.

Once again, thank you and good luck with the study.

Yours sincerely,

SUSANNE BAXANDALL
Hon. Secretary,
VOSWG

14th May, 1991

Katherine Emerson,
P.O. Box 49,
BALGOWLAH, NSW, 2093

Dear Katherine,

RE: **JUNE MEETING OF THE VICTORIAN ONCOLOGY SOCIAL
WORKERS' GROUP**

Last week the Victorian Oncology Social Workers' Group met and confirmed their interest to participate in a workshop presented by yourself on the 12th June. The Group also agreed to extend an invitation to course leaders involved in the **Living with Cancer Education Program**. This week we will send out invitations to oncology social workers and **Living with Cancer** course leaders so that we will know how many people will be participating and what size room we will need to look for.

I will keep you posted.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Pat Dobson, ACCV
Caroline McLeod, South Port Hospice

14th May, 1991

Ms Marianne LeFeure
c/- The Border Cancer Support Group
105 Brockley Street
WODONGA VIC 3690

Dear Marianne,

Thank you for assisting us with our North Eastern Regional Meeting for ACCV recognised Cancer Support Groups. Your segment on Meditation and Relaxation was very much appreciated by the members.

I think that it was a new experience for some of the people present and comments in the evaluation sheets demonstrated their interest. I hope that it will lead to Groups introducing the learning of this skill to their own members.

I enclose our \$50 cheque towards your costs.

With kind regards,



Pat Dobson (Mrs)
Coordinator
Cancer Support Groups

Enc.

Cheque No. 000234 - 13/5/91

10th May, 1991

Mr Noel Roberts
Chief Dietitian
Peter MacCallum Cancer Institute
481 Little Lonsdale Street
MELBOURNE VIC 3000

Dear Noel,

I telephoned to speak with you today to find that you are away ill. I hope that the long trip on Wednesday did not lower your resistance to the current flu.

I am enclosing our cheque for \$100 towards your travelling expenses for the day. The evaluation sheets on the day gave you full marks except for one obvious Ian Gawler champion.

Thank you very much for giving your time, interest and skills to the Cancer Support Groups. They have so many unanswered questions and unfortunately, too much literature in the book shops which further confuses them. Your graphics were clear and understandable and I am sure that many people went home with a clearer idea of where diet fits in with cancer prevention and cancer treatment.

I am off to Tonga for a couple of weeks and will be back at work on 3rd June so will contact you then about Hopetoun. If we could have a copy of your more colourful and graphic overheads for the Reports on the meetings, I can just use a couple for each one perhaps.

I made the cheque for the round \$100 as I was unable to confirm this with you. If we need to adjust the amount, I will arrange this after speaking with you, when I return.

With kind regards,

Pat Dobson
Coordinator, Cancer Support Groups

Cheque No. 000238 - 13/5/91

14th May, 1991

Mr Roger Beardwell
Technical Manager
Lantor of Australia Pty Ltd
PO Box 79
TULLAMARINE VIC 3043

Dear Mr Beardwell,

Re: Fibre filling for temporary breast prostheses

I am writing to request more fibre filling which Lantor of Australia have been providing to the Breast Cancer Support Service.

This is used to make soft temporary prostheses for women who have recently had a mastectomy, to enable them to leave hospital feeling more comfortable.

Could you please send us a couple of boxes as soon as possible as we have almost run out.

I have enclosed a sample of the fibre for easier identification.

Yours sincerely,

Anne Lloyd
Coordinator
Breast Cancer Support Service

Enc.

13th May, 1991

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

Dear Janet,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

As discussed today on the telephone, please find enclosed a **Living with Cancer Education Program** kit and all of its relevant "bits and pieces". Could I lend this to you for two weeks and have it returned. The cost of purchasing such a kit is \$100 and for that we promise to maintain all aspects of the kit, for example, replace stationery when it is required, replace the video when it "wears out" and update newsletters, audits, evaluations, etc.

Should you require additional patient education research information, it's only a phone call away. Likewise, if I have a minimum of a week's notice, I can organise home and work commitments to come and visit if it's your wish.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

13th May, 1991

Dr. Judi Johnson,
Nursing Director,
North Memorial Medical Centre,
3300 North Oakdale,
ROBBINSDALE,
MINNESOTA, 55422,
USA

Dear Judi,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your recent articles. I have enjoyed reading them and passing them on to our **Living with Cancer** course leaders. This year's experiment in changing the Orientation for course leaders feels right. We are paralleling as closely as possible the experience that course leaders have in learning about the program to that of the participants who come along.

We have tried to be true to adult learning principles and it is paying off. We are being asked to write and tell others about the process, which of course we will enjoy doing. We have also taken up your suggestion of leaving participants something of the program and our approach has been to develop a bookmark, an example of which is enclosed. This will give people the opportunity to remember the **Living with Cancer Education Program** and to know where to seek further help if it's needed at the time.

I also thought you might be interested in our latest entrepreneurial venture here at the Anti-Cancer Council - "Good Food Fast".

I look forward to keeping in touch,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

10th May, 1991

Sue Hearn,
Patient Support,
N.T. Anti-Cancer Foundation,
Shop 24, Casuarina Plaza,
CASUARINA, NT, 0810

Dear Sue,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

I thought you might be interested to know that we have revamped the Orientation for course leaders, the goal being to parallel as closely as possible the experience of course leader to that affected by cancer who participate in the course.

In addition, we have been successful in developing a panel of experienced **Living with Cancer** course leaders who make themselves available to answer those many questions that arise, an experienced trainer and a pastoral care worker who has practical experience as well as have undertaken further tertiary study in the whole area of adult learning theory. In fact, Rev. Moss Arnot presented his findings to the organisation and we accepted them.

Last week, Dr. Nigel Gray asked me to prepare an audit of how many people had been part of the program since it was first implemented and I thought you might be interested to see the attached enclosure. I have a pretty good idea of what is happening in the state of Victoria, but I would like to maintain a picture of what is happening interstate. What would your view be to keeping a register that what aspects of the **Living with Cancer Education Program** you are using and adapting, and some idea of how many people with cancer and their family members participate in the program? Included in this would any observers and/or students and finally a brief profile of those who are facilitating the programs, e.g. professions involved, numbers, members of support groups and others.

I would be like your comments as soon as possible and would be delighted to share our experience in revamping our education program. Thanks to Dr. Judi Johnson from Minnesota, the co-founder of **I Can Cope** in the U.S., we are developing quite a bibliography on adult learning theory in education programs for people with cancer.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Maureen Ramsden,
Patient Support,
Tasmanian Cancer Committee,
43 Collins Street,
HOBART, 7000

Dear Maureen,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Dr. Margaret Skene,
Patient Support,
S.A. Anti-Cancer Foundation,
P.O. Box 160,
NORTH ADELAIDE, SA 5006

Dear Margaret,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Mr. Jeff Dunn,
Patient Support,
Queensland Cancer Fund,
P.O. Box 201,
SPRING HILL, QLD. 4004

Dear Jeff,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Lawrie Wright,
Executive Director,
Australian Cancer Society,
GPO Box 4708,
SYDNEY, 2001

Dear Lawrie,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Barbara Le Roy,
Palliative Care Program Manager,
Dubbo Community Health Centre,
2 Palmer Street,
DUBBO, 2830

Dear Barbara,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Rosalind Robertson,
Psychologist,
Department Gynaecological Oncology,
Royal Hospital for Women
PADDINGTON,

2021

Dear Rosalind,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

I thought you might be interested to know that we have revamped the Orientation for course leaders, the goal being to parallel as closely as possible the experience of course leader to that affected by cancer who participate in the course.

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I would be like your comments as soon as possible and would be delighted to share our experience in revamping our education program. Thanks to Dr. Judi Johnson from Minnesota, the co-founder of **I Can Cope** in the U.S., we are developing quite a bibliography on adult learning theory in education programs for people with cancer.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Ellen Ryan,
Manager, Patient & Family Svces,
NSW State Cancer Council,
GPO Box 7070,
SYDNEY, 2001

Dear Ellen,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

I thought you might be interested to know that we have revamped the Orientation for course leaders, the goal being to parallel as closely as possible the experience of course leader to that affected by cancer who participate in the course.

In addition, we have been successful in developing a panel of experienced **Living with Cancer** course leaders who make themselves available to answer those many questions that arise, an experienced trainer and a pastoral care worker who has practical experience as well as have undertaken further tertiary study in the whole area of adult learning theory. In fact, Rev. Moss Arnot presented his findings to the organisation and we accepted them.

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Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Richard O'Kane/Janet Turner,
Patient Support,
ACT Cancer Society,
P.O. Box 316,
CURTIN, A.C.T. 2605

Dear Richard/Janet,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

I thought you might be interested to know that we have revamped the Orientation for course leaders, the goal being to parallel as closely as possible the experience of course leader to that affected by cancer who participate in the course.

In addition, we have been successful in developing a panel of experienced **Living with Cancer** course leaders who make themselves available to answer those many questions that arise, an experienced trainer and a pastoral care worker who has practical experience as well as have undertaken further tertiary study in the whole area of adult learning theory. In fact, Rev. Moss Arnot presented his findings to the organisation and we accepted them.

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I would be like your comments as soon as possible and would be delighted to share our experience in revamping our education program. Thanks to Dr. Judi Johnson from Minnesota, the co-founder of **I Can Cope** in the U.S., we are developing quite a bibliography on adult learning theory in education programs for people with cancer.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.state

10th May, 1991

Mr. Russell Patterson,
Managing Director,
Lactos,
51 Thistlewaite Street,
SOUTH MELBOURNE,

3206

Dear Mr. Patterson,

**RE: REQUEST FOR ASSISTANCE FOR THE CLARENDON CHILDCARE
 CENTRE**

I am writing on behalf of the Social & Fundraising Committee of the Clarendon Street
Childcare Co-operative. Our centre looks after children from newly-born to 5 years
of age.

We would like to ask for a donation of cheese for a fundraising venture on Saturday,
25th May. We are having a fashion parade involving parents and local families and
our goal is to raise funds for air-conditioning in the room for the newly-born children
to 2 years of age and to provide steps for the staff in the changing area with these
younger children.

Last year our fundraising efforts, with your assistance, was able to insulate the foyer
to maintain a constant temperature within the centre.

We would of course be delighted to promote Lactos products on the day.

I trust you will look favourably on this request and should you require any further
information, please feel free to contact me at work on 663 5194 or at home on 534
3556.

Thanking you in anticipation,

Yours sincerely,

SUSANNE DON
181 Canterbury Road,
Middle Park, 3206

10th May, 1991

Rev Alan Stewart
Emanuel Uniting Church
Rowan Street
WANGARATTA VIC 3677

Dear Mr Stewart,

The members of the Cancer Support Groups at our Regional Meeting on Wednesday, 8th May, asked me to thank you and the Uniting Church for allowing us to use your premises.

The attractive and convenient venue added a lot to the enjoyment of our day. These meetings encourage the smaller Groups in their local efforts to support families who have a member with cancer.

Yours sincerely,



Pat Dobson
Coordinator
Cancer Support Groups

10th May, 1991

Mrs Edith Stamp
ACCV Wangaratta Unit
'Amberlee'
1 Billabong Drive
WANGARATTA VIC 3677

Dear Edith and Unit Members,

Thank you all so very much for the wonderful assistance that you gave me with the Regional Meeting of Cancer Support Groups on Wednesday last.

It is always a great help to know that we have an experienced ACCV Unit in the area when I am planning a special function. Many of the evaluation sheets that members completed on the day mentioned the delicious lunch. I appreciated the help with setting up and carrying the gear, thank you John.

I thoroughly enjoyed my meal Edith and talking with you all about the newly formed Group. Take it slowly and encourage all the participants to give their ideas on what is most helpful. You sound to have an excellent program going for them already. The weekly program may prove too often for the majority but just ask them as you proceed.

I will contact you when I return from Tonga.

With love and thanks again to you all,



Pat Dobson
Coordinator
Cancer Support Groups

9th May, 1991

Jennifer Edwards,
Oncology Nurse,
Ward 3 West,
Royal Melbourne Hospital,
R.M.H. P.O. 3050

Dear Jennifer,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your query about the **Living with Cancer Education Program**, which has been developed by the Social Service Policy Unit of the Anti-Cancer Council of Victoria. Information about this program is enclosed.

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 into Cancer for analysis and feedback.

Orientation programs for potential course leaders are held regularly here at the Anti-Cancer Council of Victoria. These orientations, run in blocks of three 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 on August 8th, 1991.

If you would like further information please do not hesitate to contact either myself or Ann Taylor on 662 3300.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

9th May, 1991

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

Dear Janet,

RE: **LIVING WITH CANCER EDUCATION PROGRAM**

Thank you for your query about the **Living with Cancer Education Program**, which has been developed by the Social Service Policy Unit of the Anti-Cancer Council of Victoria. Information about this program is enclosed.

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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If you would like further information please do not hesitate to contact either myself or Ann Taylor on 662 3300.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

9th May, 1991

Kathy Hodgkinson,
61 Reigate Road,
HIGHTON, 3216

Dear Kathy,

RE: **PALLIATIVE CARE: THE NURSING CHALLENGE**

Thank you very much for a copy of your project. I have taken the liberty of passing it on to one of the nurses in our Cancer Information Service who helped prepare the information sent to you. I would be delighted to help again at any time.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

9th May, 1991

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

Dear Lorraine,

RE: **LIVING WITH CANCER EDUCATION PROGRAM ORIENTATION
FOR COURSE LEADERS - FRIDAY, 7TH JUNE, 1991**

I am writing to ask if you would be able to participate in a panel discussion for the third and final session of the Group "A" Orientation for **Living with Cancer** course leaders. Group "A" is the first intake for 1991 as each Orientation is divided into three sessions.

The panel discussion will be a hypothetical that focuses on the role of the **Living with Cancer** course leader and it is titled: "What Do You Do When...?" This would look at group process issues - procedural and administrative - and self preparation. The discussion will take place between 10.30 am and 11.30 am on that day.

I hope you may be able to assist me and look forward to hearing from you soon.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

9th May, 1991

Christine Benson,
Honorary Secretary,
Victorian Association for Hospice Palliative Care,
P.O. Box 759,
FRANKSTON, 3199

Dear Christine,

RE: **2ND NATIONAL HOSPICE/PALLIATIVE CARE CONFERENCE 1993**

I have pleasure in enclosing an Anti-Cancer Council cheque for \$2,000 as part of our commitment for ongoing education of health professionals and volunteers in the community involved in palliative care.

I understand that preliminary work needs to be done in planning this conference, that requires a seeding grant at this time.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

9th May, 1991

Mrs Betty Whyte
Breast Cancer Support Service
36 Prospect Terrace
Mt Eden
AUCKLAND 3 NEW ZEALAND

Dear Betty,

In response to your letter requesting suggestions for recruiting volunteer visitors, I would like to say that we don't use any one particular method but find it necessary to use a variety of approaches.

At present we have quite a lot of volunteer visitors in the Melbourne metropolitan area so are concentrating our efforts in country areas.

We have written to surgeons and BCSS nurses at the country base hospitals asking them to recommend any women who they feel would be suitable and who are interested in being volunteer visitors. We have also put notices in our Cancer News and Cancer Support Group Newsletters.

We also find that we have quite a few interested women phone the Council directly, especially after some positive publicity about the service. This has been a very effective indirect method of volunteer recruitment.

Women who have previously had a volunteer visitor themselves and found this helpful, also phone wanting to be of help to other women.

I think it is a matter of trying as many different approaches as you can to find the one or ones that work best in your area.

I hope this has been of some assistance to you.

Yours sincerely,

Anne Lloyd
Coordinator
Breast Cancer Support Service



9th May, 1991

Sr Betty Scott
South Eastern Private Hospital
Cnr Princes Highway and
Heatherton Road
NOBLE PARK VIC 3174

Dear Betty,

Re: A Breast Prosthesis for Patient Education

Unfortunately, I have been unable to send you a breast prosthesis for educational purposes as I simply don't have one suitable at the moment.

People frequently donate breast prostheses to us so I will send you one as soon as I possibly can.

Yours sincerely,

Anne Lloyd
Coordinator
Breast Cancer Support Service

9th May, 1991

Mrs Phyllis James
34 Pasadena Crescent
EAST BENTLEIGH 3165

Dear Phyl,

I hope you had a terrific holiday overseas and I'll be looking forward to hearing all about it.

I was sorry that you were unable to attend the BCSS Volunteer Training Program and hope that you will be available for the next program.

We are hoping to hold another training program towards the end of the year (possibly November) providing that we are able to recruit and interview enough ladies. However, as we are mainly recruiting in country areas it does take a little longer.

I will contact you later in the year to let you know how things are progressing.

Yours sincerely,

Anne Lloyd
Coordinator
Breast Cancer Support Service

9th May, 1991

Helen Bates
Milton-Ulladulla Cancer Support
Group Inc
PO Box 483
ULLADULLA NSW 2539

Dear Helen,

Many thanks for sending me the material about your holiday accommodation. I am enclosing a copy of our Newsletter, Canlink, which is sent out to all the Anti-Cancer Council of Victoria recognised Cancer Support Groups. I have put you on our mailing list.

We do have a small flat suitable for 2-3 adults set in bushland overlooking the bay at Dromana. Our Rosebud Cancer Support Group organise bookings for this and I am sure would be willing to consider a NSW patient if they have time available.

A local lady whose brother died of cancer established the holiday flat at his request. It is a very peaceful place and gave him great comfort.

Congratulations on the success of your project.

With kindest regards,

Pat Dobson
Coordinator
Cancer Support Groups

9th May, 1991

Mr Bill Gilders
Gippsland Laryngectomy Support Group
PO Box 385
MOE VIC 3825

Dear Bill,

Thank you for sending the membership cards for the Evaluation. I hope that you are better from the flu. It has been quite a debilitating variety.

The wording on your pamphlet should just read:

Gippsland Laryngectomy Support Group
Recognised by the Anti-Cancer Council of Victoria

You will be receiving the Stage 2 evaluation kit with Canlink 8 in the next day or so. I hope you don't all get too tired of the paper work. Susanne and I hope that the result will be useful. The data is coming in quite well.

With kindest regards,

Pat Dobson
Coordinator
Cancer Support Groups

9th May, 1991

Miss Mary Polhemus
53 Fairbrae Avenue
BELMONT VIC 3216

Dear Mary,

Sorry that I have been so long in writing this note but we have had quite a number of big projects taking up our desk time.

I was sad to hear that we will not be receiving Sunbeam to run off for you again. Gayle, who has replaced Shirley in our Photocopy Room, was quite enjoying doing it.

I think that you have made the right decision as you will have a few very busy years ahead. I certainly know what a time commitment must have been involved.

The Canlink Team all send their love and congratulations on a job well done. Perhaps when your studies settle down and if you are in Melbourne, you might like to join the Team doing Canlink some time.

We intend including parts of your final edition in Canlink and then to echo it on a little in the next two editions. We may find that a young Mary with literary interests and skills decides to take up the challenge.

Good luck in the future from all of us at ACCV. You set a wonderful example of achieving something tangible and valuable from a personal crisis.

With love,

Pat Dobson (Mrs)
Coordinator
Cancer Support Groups

9th May, 1991

Mr Eric Turner
2/539 Hague Street
LAVINGTON NSW 2641

Dear Eric,

Thank you for your letter about incorporation. I think that it is wise to protect the members of your Group in this way. This applies particularly if any members visit patients, take public telephone calls, drives patients or if the Group holds any social functions. The club may cover you with its own insurance for your meetings on their premises.

In Victoria, the Victorian Council of Social Service Support Unit, 290 Wellington Street, Collingwood 3006, makes up a kit called "Incorporation Without Tears". It is not a difficult procedure and in Victoria used to cost \$100 with approximately \$25 each year to keep it current.

The NSW people to contact would be the NSW Corporate Affairs Commission. They had a booklet called "Making Incorporation Easier under the Incorporation Act 1984". Their address is 175 Castlereagh Street, Sydney.

I hope that these two booklets are still available in an updated form. You may have a kindly legal aide person or solicitor in Albury who could advise you also.

The relationship between the Anti-Cancer Council of Victoria and the Self Help Cancer Support Groups is very informal. Groups that wish to appear in our Listing of Cancer Support Groups and Services, which is sent to over 800 Hospitals, Social Work Departments, Community Health Centres and other community health and information agencies, need to agree to work within the ACCV guidelines for Cancer Support Groups. If this suits their style of operating, they can then call themselves an Anti-Cancer Council of Victoria **Recognised Group**.

We do not promote or sponsor groups although we do provide some limited seeding funding depending on our own funds at the time. We are a volunteer based charitable organisation ourselves.

Hoping that this information is useful to you.

Yours sincerely,

Pat Dobson
Coordinator
Cancer Support Groups

8th May, 1991

Adrienne James,
Health Promotions Officer,
Alfred Hospital,
Commercial Road,
PRAHRAN, 3181

Dear Adrienne,

RE: **LIVING WITH CANCER EDUCATION PROGRAM 1991**

Thanks for the opportunity to talk with you yesterday on costs and content of the orientation programs and I would like to cover the following areas.

First, a contribution towards the costs of convening the Orientation programs for course leaders, the content of the programs, a contribution towards the costs of the support materials, for example, brochures and finally the "Look Good, Feel Better" program and "Cover Me", the self-help patient's initiative for people with ostomies.

As mentioned in our **Living with Cancer Education Program** newsletters, like everywhere else, the Anti-Cancer Council is having to ask for contributions to meet some of the cost. **Living with Cancer** is no exception. As a charity, we rely on public donation and in a recession, this can be slow. In principle, we are aiming to meet 50% of the costs of running the Orientation of programs from users' contributions with the Anti-Cancer Council matching the difference. We are able to keep the costs lower if there is a larger group. As it happens, following on from our talk yesterday, we have received a donation from a family to do things in patient education. This \$500 will go towards the Orientation for course leaders and they will be able to look at reviewing the cost structure for the program to commence on Thursday, 8th August. We will be able to pass on the benefits of this gift to all intending participants and would recommend a \$10.00 contribution for each of the three sessions, that is, \$30.00 per person for three 3-hour **Living with Cancer Education Program** session, running from 9.30 am - 12.30-1.00 pm.

The second on our list was the "new-look" Orientation programs. As mentioned in the last two newsletters for course leaders, the Rev. Moss Arnot jointly undertook a review of the Orientation for course leaders, involving directly those colleagues who have already run the program. He took into account their requests and presented the findings to the Anti-Cancer Council of Victoria. We endorsed those changes and indeed Moss has made himself available to see it through for 1991. We now have a panel of experienced trainers who work in private and public practice as well as a pool of course leaders who make themselves available for various sessions in the program.

Overall our goal is for the Orientation programs to parallel the process for course leaders with that of the participants, that is, people affected by cancer.

Looking back over the "new-look" program which commenced in February this year, I can give you a brief outline of what is covered. The theoretical underpinnings and handouts would be available on request.

The first Orientation which took place on 8th February aimed to give the 18 participants the opportunity to introduce themselves and find out and discuss why there were interested, what understandings they had about a patient education

program for cancer, the opportunity to work in small groups and to say what it is that ought to be included in such a program from their perspective, getting to know the program tools and tips and hints from a range of experienced course leaders is also of value. At the end of the session, people were asked to prepare for the next program, in thinking about what they had learned during the day and how they had learned it. On Day 2, on April, 5th, people were given a chance to reflect on their practice, think about whether their organisation was interested in running the **Living with Cancer** program. We had an idea as to what they might expect and the focus of this day was reflections on the February program, plenary discussion, a theoretical discussion on adult learning theory and principles of effective practice, introducing adult learning theory and its principles, effective practice and reflecting back on the experiences of course leaders.

The focus of the final in the series to take place on June 7th is, at the request of the participants, social marketing, evaluation and the role of the group leader and facilitator. The "new-look" program has more attention to discussion, to a variety of input from consultants, discussion of the theoretical underpinnings of practice and relevant handouts and bibliographies. An advantage of participating in such an orientation is that the practice for 1991 from the Anti-Cancer Council would be to formally acknowledge the training undertaken by potential course leaders and register a group of course leaders for the **Living with Cancer Education Program**. It has been interesting to see the number of course leaders who have taken up further study in the area of social administration, social research and education that draw on the experiences of the **Living with Cancer Education Program**.

In regard to **Look Good, Feel Better**, I shall mention to Catherine Emerson that the Alfred have been talking about the program and the opportunity at the Alfred to extend services beyond people with UR numbers. I enclose a photocopy of the brochure of "Cover Me". Please feel free to contact Rosemary yourself. As it happens, the Alfred was her place of treatment and support through the stomal therapy staff.

We have before us a quote with the printers for **Living with Cancer Education Program** brochures. I'll let you know what half the cost of reprinting 500 would be.

I would be delighted to discuss any of this with you further at any time.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.alfred

6th May, 1991

Jennifer Young,
Social Policy Research Centre,
The University of New South Wales,
P.O. Box 1,
KENSINGTON, NSW 2033

Dear Jennifer,

RE: 1991 NATIONAL SOCIAL POLICY CONFERENCE

Unfortunately I am not able to attend this conference due to commitments at the University of Sydney during that time. I have always enjoyed your conferences and will miss participation. Is there any possibility of subscribing to receive any papers that have been published or proceedings of the conference?

Thank you in anticipation,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Ref: lw.conf

7th May, 1991

Rev. Mark Dunn,
Chaplain,
I.T.I.M.,
358 Lonsdale Street,
MELBOURNE, 3000

Dear Mark,

RE: **SUPPORTIVE MEASURES BOOKLET TO ASSIST HEALTH
PROFESSIONALS TREATING PEOPLE WITH CANCER**

The Social Service Policy Unit of the Anti-Cancer Council of Victoria is currently preparing a booklet which aims to provide a list of resources of supportive measures which may in some circumstances be complementary to medical care delivered.

We hope to include such measures as relaxation, psychiatric services, art & drama therapy, counselling services, chiropractic services, legal services, domiciliary care and many others. We are keen to know more about what different professions have to offer and the type of service people can expect when attending one of these professionals.

Would you be able to supply some descriptive information about the nature of pastoral care and complete the attached Supportive Measures Data Gathering Form and return it to the Anti-Cancer Council of Victoria within the next fortnight? I have included an example of our acupuncture description section for your information. If you wish to discuss the project further with me or if you would rather give me the information by telephone please feel free to call.

Thank you in anticipation for your assistance in this important project. We will keep you posted of the progress of the booklet which will be available in due course.

Bye for now,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

Ref: lw.672

7th May, 1991

Sussanne Pyers,
Senior Social Worker,
Warrnambool Base Hospital,
Ryot Street,
WARRNAMBOOL, 3280

Dear Sussane,

RE: **PRESENTATION ON PSYCHOSOCIAL ASPECTS OF TERMINAL
CANCER**

Our Librarian was able to follow up your request and I have enclosed a copy of articles and search.

I would suggest, in the Oncology Social Workers network, that the two best contacts would be Irene Renzenbrink at Mercy Hospice Care - Ph: (03) 364 9777 and the second is Caroline McLeod at South Port Hospice - Ph: (03) 690 3166. I am sure a talk to them and to people such as Mabel Mitchell and Eric Fairbank will quickly identify issues and the reference material will follow.

Also enclosed is a copy of a training program that I run for Home Help Supervisors on request.

If you want to sound out any ideas on the phone, I would be happy to talk with you.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

7th May, 1991

R. Southam,
Claims Examiner,
QBE Insurance Limited,
33 Ainslie Avenue,
CANBERRA, A.C.T. 2601

Dear Sir/Madam,

RE: **PUBLIC LIABILITY CLAIM CA-0401050**
YOUR INSURED: MELANIE COATES
DATE OF INJURY: 14.02.91

Thank you very much for your enquiry. I am happy to give you the following details.

In regard to medical and ambulance expenses it seems that my Medicare card covered the cost of my casualty visit and treatment to remove the needle and my ambulance subscription was up to date.

It was the Royal Melbourne Hospital on the evening of 14th February and the doctor who looked after me was the Deputy Director of the Casualty and Emergency Service for that night. I can't remember his name but my medical record would provide this and I am sure I could get it for you, if necessary.

Recovery from the foot injury? Yes, it did take time and is still tender to touch. This injury cut short my ability to complete this series of classes conducted by Sue Bracewell.

A brief description of the circumstances surrounding the incident is as follows. I was in the dance studio for Susan Bracewell's class and was into the class about twenty minutes, which would have been around 8.00 pm, when I put my foot down to do a movement like everybody else in the class and felt this excruciating pain at the base of my big toe on my right foot. I stopped what I was doing and had a close look and running my finger underneath the ball of my foot could feel something sharp and looking at the topside of my foot at the base of my big toe, could see what looked like the head of a pin or a needle which had gone right through my foot. I was in a bit of shock and went into Melanie Coate's class, explaining what had happened. I was going to try and drive but it was just too painful and an ambulance was called. The ambulance officers came within 40 minutes and on assessment they said it was too dangerous for them to remove it and a trip in the ambulance to the Casualty Department of the Royal Melbourne Hospital was warranted. I was attended to by the Deputy Director of Casualty for that night and he gave me a local anaesthetic on the top and bottom of my foot, made two incision marks and pulled out with artery forceps what looked like half a sewing needle. I had a tetanus injection and taxied myself home.

I would consider that it would seem fair and reasonable to claim reimbursement of the cost of Susan Bracewell's course of dancing lessons so that I can repeat the series of classes. The cost is \$80.00.

- 2 -

I trust this meets with your approval and if you need any further information please feel free to contact me.

Yours sincerely,

SUSANNE DON
181 Canterbury Road,
Middle Park, Vic. 3206

Ph: (wk) 662 3300
(hm) 534 3556

6th May, 1991

Kerri Carboon,
Nurse Educator,
Royal District Nursing Service,
452 St. Kilda Road,
MELBOURNE, 3004

Dear Kerri,

RE: **LIVING WITH CANCER EDUCATION PROGRAM ORIENTATION**

I have pleasure in advising you that the cost for participating in the next Orientation has been reduced to \$10.00 per session, or \$30.00 for the three sessions. This has happened as a result of a generous donation from a family who wanted funds to go to patient education. So, I am returning your cheque for now.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

3rd May, 1991

Administrative Officer,
Waverley Information & Referral Directory,
C/- Library Administration,
City of Waverley,
P.O. Box 1,
GLEN WAVERLEY, 3150

Dear Sir/Madam,

RE: **W.I.R.D. VERIFICATION OF DATA**

Unfortunately Doreen Akkerman, the Manager of our Cancer Information Service is away on sick leave. In lieu I have reviewed the information supplied and made changes. Could you please incorporate these changes in your database and send us a copy of the final product.

If you have any further questions, please feel free to contact either myself or Doreen.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

3rd May, 1991

Robyn Stevenson,
Health Promotions Unit,
Alfred Hospital,
Commercial Road,
PRAHRAN, 3181

Dear Robyn,

RE: **INFORMATION REQUEST**

It was great to talk with you the other day about sharing resources for people who attend your Health Promotion courses, including those participating in the **Living with Cancer Education Program**. As requested, here are the details of some recent books, videos and audiotapes.

Starting first with the audiotapes, **Learning Skills with Relaxation** is an audiocassette and a leaflet prepared by the Australian Physiotherapists Association. The Victorian telephone contact for your copy is 417 6755. They will be able to tell you the details of the cost per copy and its availability.

Videos - **The Quiet Picture Series**, produced by Navigator Films is an Australian relaxation video that gives the opportunity for relaxation and tranquillity in people's busy lives. Navigator Films is in South Melbourne and the cost is \$60.00 per tape.

Recent publications:

Brett, Doris "The Annie Stories", the parents of children troubled by divorce, nightmares, death, a new baby, starting school and other fears. It's a Penguin publication and recommended cost is \$12.95. ISBN: 0-14-009-687-5.

McKissock, Mal, "Coping With Grief", an ABC publication, 1985, recommended retail from ABC shops is \$5.95. ISBN: 0-642-53072-6.

Montgomery, Dr. Bob, "Coping With Stress", part of the Pitman Health Information Series. First published in 1982. ISBN: 0-858-968738.

Montgomery, Dr. Bob & Morris, Dr. Laurel, "Surviving: Coping with a Life Crisis", Lothan Publication, 1989, ISBN: 0-850-913705.

McKinnon, Pauline, "Quiet Magic: A Fantasy" - introduction to relaxation and meditation for children, published by David Lovell, Melbourne, 1990, ISBN: 1-86355046. Cost: under \$20.00.

Wheeler, Eugene G. "Living Creatively with Chronic Illness". Developing skills for transcending the loss, pain and frustration. Publishers: Millenium, 1990. Recommended retail \$14.95. ISBN: 093-4793-174.

I have enclosed a complimentary copy of the Sigma series, **The Management of Pain in Cancer, 1991 Update**. For additional copies contact Ian McLeod, Group Business Development Manager, Sigma Pharmaceuticals Pty. Ltd., P.O. Box 144, Clayton, Victoria, 3168, Tel: 534 9777.

Naughtin, Gerry & Laidler, Terry, "When I Grow Too Old to Dream", Coping with Alzheimer's Disease, Collins Dove Publishers, 1991, ISBN 0-85924-926-3, Cost: \$16.99.

Kelly, Susan & Reddy, Prasuna, "Outrageous Fortune", men and women tell us how they made it through a major crisis, Allen & Unwin, Cost: \$14.95. ISBN: 004-3720-455.

Another source of useful handout literature for health professionals and people affected by cancer are produced by the Outstretched Hand Foundation in New South Wales. There is a cost for their publications but I am sure they could provide with you a catalogue and a complimentary copy of each for your perusal. Their focus is on grief and community education on the subject. The Outstretched Hand Foundation, 12 East Market Street, Richmond, NSW, 2753, Tel: (045) 78 2304.

Two new publications that I mentioned in the Loss and Grief area that are produced in Queensland are as follows:

Hillyard Jensen, Amy, "Healing Grief" - help for the bereaved.

Papenbrock, Patricia L. "Loss" - how children and teenagers can cope with death and other kinds of loss. I have enclosed a literature form with listed publication from Anlow.

Lowenthal, Professor Ray "Cancer: What Can Be Done About It", Lothian Health Guide series, 1990. Recommended retail price: Under \$20.00. ISBN: 085-0914078.

Practicalities - The Wealth Kit - An Easy to Follow Guide for Making Simple Wills - is put together by the Nunawading and Eastern Suburbs Community Legal Service Inc., 26 Blackburn Road, Blackburn, 3130. Ph: 877 5777. Cost: \$5.00 plus postage.

The Office of the Public Advocate and the Health Complaints Commission are worth following up for their latest brochures.

I have passed on your request for the Patient Education & Counselling journals to our librarian. When they come back, I will forward them on to you.

In closing, here is literature order form from the Anti-Cancer Council which outlines the maximum number of copies which are offered free of charge and then a cost is incurred for additional copies. Contact our Cancer Information Service for these.

I trust this will be of some assistance to you,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

6th May, 1991

Ms. Katherine Emerson,
P.O. Box 49,
BALGOWLAH, 2093

Dear Katherine,

RE: **ALFRED HOSPITAL**

On Tuesday 30th April, I met with Adrienne James, the Health Promotions Officer at the Alfred Hospital. I floated the idea of incorporating **Look Good, Feel Better** into the **Living with Cancer Education Program** and as luck would have it at their last planning meeting they also were talking about the program and were wanting to find out more. Our timing is right! Also, it is the case that the Alfred will offer the program to people who are in the general community and who may or may not be Alfred Hospital patients.

They were receptive to the idea of coming along to the Victorian Oncology Social Workers' Group meeting on 5th June, to find out more about the program. Costing was of course a concern - would it cost the hospital money to incorporate the program or indeed the tenders to **Living with Cancer**? I couldn't answer that question but felt that you could. I am sure that a telephone contact to Adrienne James would be well received. The Alfred Hospital's phone number is (03) 262 2000.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

cc: Pat Dobson, ACCV

6th May, 1991

Helen Wirtz,
Chadstone Community Health Centre Inc.,
P.O. Box 74,
CHADSTONE CENTRE, 3148

Dear Helen,

Please find enclosed an Anti-Cancer Council cheque for \$300 to support with work of your Coping with Cancer group. We look forward to continuing our working relationship over the next twelve months.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

6th May, 1991

Andrei Saramowicz,
40 B, Molesworth Street,
NORTH MELBOURNE, 3051

Dear Andrei,

RE: SUPPORTIVE MEASURES PROJECT

Thank you for your enquiry. I enclose a copy of the contents of the written information that will be available towards the end of the year through our Cancer Information Service. The information is geared towards individuals and those close to them with cancer.

We will keep you name in our file so that we can let you know when the brochure for health professionals is being launched to the Cancer Information Service.

If you have any queries, please feel free to contact me in the meantime.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

6th May, 1991

Rev. John Hill,
Steering Committee,
N.A.L.A.G.,
P.O. Box 64,
FOOTSCRAY, 3011

Dear John,

RE: **DISCUSSION ON CO-ORDINATING ACTIVITIES BY SERVICES
INVOLVED IN THE AREAS OF DISASTER, LOSS, GRIEF &
TRAUMA**

Just a short note to say yes, I would be delighted to be involved.

See you between 3.00 - 5.00 pm on Wednesday 22nd May. If you wish me to do any preparation beforehand, please let me know.

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

1st May, 1991

Sandy Jones,
Occupational Therapist,
Diamond Valley Community Health Centre,
1 Kalparrin Avenue,
GREENSBOROUGH, 3088

Dear Sandy,

RE: **PROPOSED LIVING WITH CANCER EDUCATION PROGRAM AT
DIAMOND VALLEY COMMUNITY HEALTH CENTRE**

It was great to catch up with you on the telephone yesterday and what an exciting idea to think that Diamond Valley and Northpark could run a **Living with Cancer Education Program**. As requested, I have made up a swag of things that may help you in preparing a case for your Board of Management and as I mentioned, I would be happy to do a presentation if it is your wish.

The first enclosure is the Alfred Hospital's Health Promotion, Social Work and Nursing submission to the Board regarding starting **Living with Cancer**, an audit that I prepared for Dr. Nigel Gray last week, the CANCOPE which was the evaluation program that was run prior to **Living with Cancer** being offered to the general community. In short it said that there was an opportunity for family members and friends who may not have had the chance to learn about the facts, about coping and about encouraging hope and knowing where to look for support that was a value of the program. Also it's often the first time that people with cancer and those close to them have had a chance to be honest about how difficult it is coping and learn from one another how to do so.

This financial year I could offer a seeding grant of \$100.

In closing I remember a recent conversation with Royal District Nursing Service people and I am sure that you would get a good hearing from Bev Armstrong who is the new Director of the service and your regional people given that in Frankston there is an RDNS Social Worker and community health nurses and a member of a support group who are hoping to run **Living with Cancer** very soon in that community.

Bye for now,

Yours sincerely,

SUSANNE BAXANDALL
Director
Social Service Policy Unit

Encl.

