

THE PEER-PROFESSIONAL WORKGROUP GUIDELINES FOR FINAL PRODUCT *RECOMMENDATIONS TO THE FIELD*

The goal of a Peer-Professional Workgroup is to conduct an environmental scan to assess the status of palliative care within a specific field of medicine and to suggest a research and development agenda that will serve to advance the field. To that end, it is expected that the Workgroup will produce a final product in the form of a *Recommendations to the Field* summary.

Workgroups have the capacity to change the way defined niches of health care extend palliative care within challenging domains of practice and to special patient populations. With this in mind, the purpose of the *Recommendations to the Field* summary is to highlight what you have to tell the field, with the intention of impacting policies and practice, education and training, and improving quality of life for patients and their families. Primary audiences include opinion leaders with influence to advance the field - such as professional associations, accreditation boards, residency review committees, policy-makers and members of Congress.

Following are “guidelines” for that report, presented with the caveat that they are just that – guidelines to use and modify according to the specifications of the Workgroup’s efforts. Every summary will be unique, although all will contain the following elements:

INTRODUCTION:

- A case statement describing the need for the Workgroup and why the group convened and
- The convening process.

WORKGROUP FINDINGS:

- Identification of existing resources and
- Identification of gaps.

RECOMMENDATIONS TO FIELD:

- Research and development agenda (clinical, education, health systems) and
- Policy recommendations.

WORKGROUP PRODUCTS

Workgroup products that begin to address identified gaps can be included as appendices to final reports. As such, they are valuable both as specific resources or tools and as examples of the type of work called for within the report’s recommendations. The primary audiences for such products are clinicians, health system administrators, managers or researchers. These products may represent a variety of clinical or health system resource materials. They may take the form of course material, model clinical protocols, suggested clinical guidelines, evaluation tools or suggested institutional policies. Because these materials illustrate the type of developments needed to advance the field in improving palliative and end-of-life care, they will also be of interest to the professional associations, educators, policy-makers and planners who are identified as the main report’s primary audience.

Promoting Excellence in End-of-Life Care is a national program of the Robert Wood Johnson Foundation dedicated to long-term changes in health care institutions to substantially improve care for dying people and their families. Visit www.PromotingExcellence.org for more resources.

Finally, it is anticipated that the elements of the Introduction can be briefly addressed in several paragraphs. While existing resources and gaps are to be identified, the main body of the report should focus on the Recommendations, emphasizing the Research and Development and Policy Agendas developed by the Workgroup.