



MEMBERSHIP APPLICATION

HOSPICE PALLIATIVE CARE ASSOCIATION OF SOUTH AFRICA (HPCA)

Information Sheet

1. BACKGROUND – PURPOSE OF HOSPICE PALLIATIVE CARE ASSN OF S.A.

1.1 The aim of the Hospice Palliative Care Assn of S.A. is to develop and uphold international standards of palliative care and to facilitate the development of programmes which will provide any person living with a terminal illness irrespective of race, religious or political persuasion, sexual orientation, social or economic status, with the opportunity to live and die with dignity.

2. PURPOSE OF MEMBERSHIP

A purpose organisation is encouraged to apply for membership with HPCA as a recognized commitment to maintain the quality and standards of hospice care ascribed to by the Hospice Palliative Care Association of South Africa. These standards are detailed and available in the following documents:

- 2.1 Guidelines to starting a hospice
- 2.2 Palliative Standards of Clinical Care
- 2.3 HPCA training manual
- 2.4 Guidelines for simple accounting

3. REQUIREMENTS (to be submitted to the HPCA Board)

Hospices wishing to apply for membership shall be required to have in place:

- 3.1 Designated person/s to be responsible to their management for services offered (salaried or in volunteer capacity).
- 3.2 To have a formally constituted management committee.
- 3.3 To have a planned fundraising programme for the year.
- 3.4 To have a planned programme for the training of professionals and volunteers.
- 3.5 To have the budget for the year.
- 3.6 Working relationship with the Provincial Hospice Association.

4. STEPS IN APPLICATION PROCESS

- 4.1 Completion of the application form as required through the national HPCA office.
- 4.2 Completed forms are returned to the HPCA office.
- 4.3 The application shall be referred from the national office to the provincial representative.
- 4.4 The applying hospice shall receive a visit (where possible) and written report from the provincial representatives.
- 4.5 The application is presented at the Provincial Meeting of the local hospices for comments.
- 4.6 The Provincial representative forwards the application\, along with comments, and recommendations from the province (Applicants to be advised of comments and responses) to the HPCA office.
- 4.7 The application is considered in terms of "readiness" by the provincial body for HPCA membership (refer to section on requirements above).
- 4.8 The provincial committee provides a recommendation to the HPCA membership at the next Board meeting.
- 4.9 If requirements have not been met, a link with a willing local hospice will be made to assist the hospice towards achieving the requirements.

5. BENEFITS OF MEMBERSHIP

- Access to training material through the Palliative Education sub-committee.
- Access to information e.g. newsletter and inclusion in national activities.
- Access to Hospice Development Fund.
- Access to the national fundraising and PRO opportunities.
- Subsidised enrolment on Palliative Nursing Course.
- Organisation development through HPCA sub-committee.
- Access to expertise of member hospices.
- Support for new and existing hospices.
- Credibility of standards of palliative care.
- Study bursary through O.D. sub-committee.
- Accreditation through HPCA/Cohsasa.
- Subsidy to attend HPCA AGM (provided funding is available).
- Raises public awareness regarding the services provided by member hospices as well as their need for support/funding.

6. EXPECTATIONS OF HPCA

- To attend and participate in provincial meetings.
- To submit a written report of activities to each provincial meeting.
- To submit annual statistical requirements to HPCA.
- Payment of membership fee in full (as per provincial payment system).
- To attend the HPCA Annual Conference.
- To maintain HPCA Standards in all respects of programmes.
- To share expertise with member hospices in all areas of service provision.

7. NEW HOSPICE DEVELOPMENT SUPPORT

- The Hospice Palliative Care Association commits to assist development (where possible) providing your hospice with a "support" visit at Hospice Development Fund expense ± 6-9 months after the application.
- This will allow members to have personalised time to explore development difficulties and provide an overview of the services and structures in place.
- The visit would be arranged and through the provincial representative.