

Provincial Standardized Three Day Chemotherapy and Biotherapy Administration Course Registration Form

About: The de Souza Institute is an innovative centre of learning dedicated to improving cancer care by supporting excellence in oncology nursing. Nurses play a vital role in caring for patients throughout the cancer journey – in prevention, screening, diagnosis, treatment, survivorship and palliation. The de Souza Institute receives funding from the Ontario Ministry of Health and Long Term Care with the objective to advance oncology nursing excellence through knowledge transfer.

Provincial Standardized Chemotherapy and Biotherapy Course Description: The curriculum combines international and provincial standards with a whole person approach to care and learning. Standards integrated within the course include: Cancer Care Ontario standards; CANO/ACIO standards; Oncology Nursing Society standards; Infusion Nursing Society standards; The National Institute for Occupational Safety and Health standards; Registered Nurses' Association of Ontario Best Practise Guidelines; psychosocial models of oncology nursing care; and additional evidenced based practise guidelines. Innovative techniques and technologies will be used to enable access to all nurses across the province.

WHO can register? The course is offered free of charge to all registered nursing clinicians in Ontario, who will be administering chemotherapy and biotherapy, and/or providing nursing care for patients on chemotherapy and biotherapy. All education material is offered free of charge, but any additional expenses are the responsibility of the attendees and the sponsoring organizations. Course materials and handouts will be provided electronically. Participants must have a personal email account to participate in the course.

How to register? Please complete all areas of this Registration Form and the Exam Invigilator Nomination Form to register for the Provincial Standardized Chemotherapy and Biotherapy Course. **The Nursing Manager, Leader or Chief Nursing Officer from the sponsoring organization is required to sign the application form to indicate organizational support in terms of protected time and resources for the applicant to engage in the course, and the ongoing preceptorship.** Please fax the completed form to 416-946-4580, the de Souza Institute.

What is the responsibility of a course participant? Upon successful completion of the chemotherapy course, participants will receive a de Souza Institute Provincial Standardized Chemotherapy and Biotherapy Course Certificate. Yearly updates and self assessments will be supported through the de Souza Institute, to facilitate ongoing competency maintenance and to meet regulatory professional standards of continuous learning and reflective practice. As participants further advance their chemotherapy knowledge and skills, they may be asked to become preceptors, supporting novice nurses learning and advancing excellence in practice.

Participant expectations include:

- **Arrange videoconference room and equipment booking with your organization's local telehealth coordinator**
- Print handouts for course
- Complete all course evaluations
- Seek sponsorship and support from nursing manager/leadership

- Participate in a chemotherapy preceptorship within your sponsoring organization, or in an alternate Level One or Two centre in your Local Health Integration Network (LHIN).
- Participate in yearly updates and competency review

What are the benefits to the participants and the sponsoring organization? The de Souza Institute will actively train nurses and support health care organizations to advance knowledge for better cancer care. The chemotherapy curriculum integrates Cancer Care Ontario's standards for systemic therapy within nursing education. Yearly updates and competency reviews will be provided for participants, to help facilitate ongoing competency. Additionally, participants can enroll in further oncology nursing training opportunities, to advance oncology excellence in their practice settings. Education hours will be provided for nurses who complete de Souza Institute education programs.

Contact Information

de Souza Institute
700 University Avenue, HSC 14
Toronto, ON. M5G 1Z5
Fax: 416-946-4580
Email: chemocourse@desouzanurse.ca

Provincial Standardized 3- Day Chemotherapy & Biotherapy Course Registration Form

Session Dates (Please insert the dates): _____

Please fax the completed form to 416-946-4580, de Souza Institute. The invigilator nomination form (next page) must be submitted with the registration form for the registration to be accepted.

First Name	Last Name	
Work Title/Position		
Years of Oncology Nursing Experience		
Organization's Name		
Home Address		
Street		
City	Province	Postal Code
Phone #	Fax #	
Email (please provide at least one email)		
Home Email	Work Email	
Your highest level of education		
() RN (diploma)	() RN (degree)	() Master's prepared
() RN extended class	() APN	() PhD
PIV and CVAD Skills: Competency in Peripheral Intravenous (IV) and Central Venous Access Device (CVAD) care and maintenance are a prerequisite for participating in the 3 day course. Please initial in each box confirming completion of training and competency, as per your organization's requirements.		
Peripheral Training (IV): _____	Central Venous Access Devices Training: _____	
Name (First, Last) of the Nursing Supervisor/Consultant in your organization		
Nursing Supervisor/Consultant's signature indicating organizational support for 3 day course in local organization. A Chemotherapy Preceptorship is recommended after course completion.		
Signature _____ Date _____		
Access to Video Conference Equipment: yes/no		
Local Telehealth Coordinators Name (First, Last)		

Exam Invigilator Nomination Form

To successfully complete the course, participants will be required to write a standardized, open-book exam. The exam will be completed after participants attend the third day of the chemotherapy course, within a 4 week window of time. All exams must be written in the four week window of time.

The exam should be written in your local organization and supervised by a neutral person called "an invigilator". The exam will be completed on the de Souza Institute's eLearning platform. The invigilator will receive a password, to enable you to access the exam online. Your exam results will be available immediately, on completion of the test.

Please complete the form below to nominate an invigilator from your local center. The nominated invigilator will need to sign the nomination form indicating his/her commitment to the supervision task. The invigilator will receive the password for the exam by email, on your completion of the 3 pre-requisite days of the course. The invigilator can be from any profession in your organization, but should not be a friend, relative, or co-attende of the course. If multiple individuals are attending the course from the same organization, it may be ideal to collaborate in obtaining an invigilator and arranging time for writing the exam.

Please fax the completed form to 416-946-4580, the de Souza Institute, along with your completed registration form.

Your Contact Information	
First Name	Last Name
Organization's Name:	
Please indicate the dates of the standardized course you are attending: _____	
Invigilator Contact Information	
First Name	Last Name
Work Title/Position	
Organization's Name:	
<i>Email (please provide at least one email –please print clearly)</i>	
Home Email	Work Email
Invigilators Signature indicating agreement to supervise your exam:	
Signature _____	Date _____
Anticipated date and time of exam writing (The exam must be written within 4 weeks of course completion): _____	