

Provincial Standardized One Day Chemotherapy and Biotherapy Facilitator Course Application Form

The de Souza Institute: 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 Nursing Secretariat, Ministry of Health and Long Term Care, Government of Ontario with the objective to advance oncology nursing excellence in the Province of Ontario through knowledge transfer.

Provincial Standardized Chemotherapy and Biotherapy Facilitator Course Description: The 1 day facilitator's course prepares nurses with advanced chemotherapy and biotherapy experience to facilitate the three day provincial standardized chemotherapy and biotherapy course. Topics explored include:

- Review of theoretical frameworks and standards guiding the 3 day chemotherapy and biotherapy course
- Review of the 3 day chemotherapy and biotherapy course's curriculum, goals and objectives. Curriculum may be modified to meet the local needs. However, a core set of elements must be included for the curriculum to be certified as a de Souza standardized program.
- Reviews requirements for successful completion of the 3 day course and the process for measuring candidate's successful course completion
- Review process for facilitating the exam
- Introduction and review of the de Souza Institute's chemotherapy preceptor curriculum and preceptor training course
- An exploration of ethical dilemma's encountered in chemotherapy and biotherapy leadership
- To review holistic demonstration lab criteria and develop facilitator interrater reliability
- To explore common challenging questions encountered during facilitation, and develop answers relevant to your unique practice settings

Participants will receive electronic copies of all materials in the 3 day chemotherapy and biotherapy program. A preceptorship curriculum will be available guided by the Cancer Care Ontario 2007 Chemotherapy Working Group recommendations and the recommendation from the July 2009 de Souza pilot. In addition, a facilitator guide will be provided to participants.

WHO can register? The workshop is offered free of charge to all registered nursing clinicians in Ontario, who intend to or are teaching chemotherapy and biotherapy in their local organization. All electronic copies of the facilitation tools will be provided free of charge, but any additional expenses are the responsibility of the sponsoring organizations.

Eligibility: To be considered eligible to attend a candidate must:

- Successfully complete the provincial standardized three day chemotherapy and biotherapy course (proof or registration prior to the facilitator course acceptable for the application to the October 9, 2009 course).
- Be a Registered Nurse in good standing with the College of Nurses of Ontario and intending to practice in Ontario following completion of the program
- Certified in Oncology Nursing (C)anada (CON(C)) or the Oncology Nursing Certification (OCN)

- 2 years experience in administering and/or teaching chemotherapy and biotherapy administration with administration (specific criteria to be set during pilot program in July, 2009)

How to apply? Please complete all areas of this Application Form to apply for the Chemotherapy and Biotherapy Facilitator 1 Day Course. **The nursing leadership 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 implementation of the 3 day course in the local organization.** Please fax the completed form to 416-946-4580, the de Souza Institute.

- Curriculum Vitae (3 pages maximum)
- Application form completed in full
- Copy of the 2009 College of Nurses of Ontario (CNO) Registration
- Proof of Certification in Oncology Nursing (C)anada (CON(C)) or the Oncology Nursing Certification (OCN)
- Proof of successful completion of the de Souza Institute 3 day Chemotherapy and Biotherapy Course

Review Process and Evaluation: Space is limited for the course. **Applicants will be reviewed in order of receipt of completed applications.** Acceptance will be awarded to individuals fully meeting the facilitator eligibility criteria.

What is the responsibility of a course participant? Upon successful completion of the facilitator course, participants will receive a de Souza Institute Provincial Standardized Chemotherapy and Biotherapy Facilitator Certificate. Yearly updates and self assessments will be supported through the de Souza Institute, to facilitate ongoing competency maintenance and to meet professional standards of continuous learning and reflective practice. Facilitator will be requested to facilitate a minimum of two de Souza Institute certified chemotherapy and biotherapy course each year.

Participant expectations to participate and maintain facilitator status include:

- Arrange videoconference room and equipment booking with your organization's local telehealth coordinator for the one day course
- Seek sponsorship and support from your nursing manager/leadership
- Participate in yearly updates and competency review
- Implement the standardized 3 day curriculum two times per year, providing successful participants with a de Souza Institute certificate of course completion
- Implement preceptor training workshop in organization

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 the facilitators, and for nurses receiving a certificate of completion in the 3 day chemotherapy and biotherapy course as facilitated by the de Souza trained local expert. Curriculum updates will be provided yearly at no charge to de Souza facilitators. Additionally, participants can enroll in further professional development opportunities with the de Souza Institute, to meet their commitment to ongoing learning.

Contact Information

de Souza Institute
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Fax: 416-946-4580
Email: chemocourse@desouzanurse.ca

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Please read the above instructions before completing this form. Additional elements must be sent in with this form for your application to be considered complete.

Please fax the completed form to 416-946-4580, the de Souza Institute.

Session Date: _____

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	
<input type="checkbox"/> RN (diploma)	<input type="checkbox"/> RN (degree)
<input type="checkbox"/> RN extended class	<input type="checkbox"/> APN
<input type="checkbox"/> Master's prepared	<input type="checkbox"/> PhD
College of Nurses of Ontario Registration Number:	
Years of experience of administering chemotherapy and/or biotherapy	
Average estimated frequency of administering chemotherapy and/or biotherapy in the last 2 years	
# _____ per week	
Years of experience of teaching chemotherapy and biotherapy	
_____ years	
Average number of courses taught each year	
# _____	
Name (First, Last) of the Nursing Supervisor/Consultant in your organization	
Nursing Supervisor/Consultant's signature indicating organizational support for attending the one day facilitator course and implementing the Provincial Standardized Chemotherapy and Biotherapy Curriculum in your local centre.	
Signature	Date
Access to Video Conference Equipment: yes/no	