



de Souza's Chemotherapy and Biotherapy Competency Maintenance Course Syllabus

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Course Description

A provincial needs assessment was conducted through the Chemotherapy and Biotherapy Program's Advisory Committee identifying the following topic areas as essential for a competency maintenance course:

- Pre-administration processes
- Administration (in hospital setting and/or in a home setting) and documentation
- Venous access
- Safe handling
- Adverse events
- Toxicities and symptom management
- Updates: new evidence and new therapies

Reflective practice is also an essential aspect of an ongoing competency maintenance program. According to the College of Nurses of Ontario (CNO), reflective practice contains the following five steps: assessment, peer feedback, development of a learning plan, implementation of a learning plan and an evaluation of the learning experience (CNO, 2008 retrieved July 2, 2010 from http://www.cno.org/docs/qa/44008_fsRefprac.pdf).

The de Souza Institute recommends that all nurses include reflective practice in their systemic therapy competency maintenance process. Several reflective practice tools have been developed to assist in this and are accessible through this course. The tools have been designed to be consistent with the College of Nurses of Ontario's annual Quality Assurance Program; therefore, the tools may be integrated within your annual portfolio for the college, and within your organization's annual competency maintenance processes.

Prerequisites: To enroll in the course, participants must be registered nurses who have successfully completed the standardized chemotherapy and biotherapy course, either with a local facilitator or the de Souza faculty.

Course Objectives

By the end of this course, you will be able to:

- Summarize the essential nursing steps pre-administration of chemotherapy or biotherapy, including the elements of assessment using valid and reliable tools and the order verification process.

- Summarize and apply the essential steps for chemotherapy and biotherapy administration in case scenarios, including the essential components of documentation.
- Demonstrate evidenced based principles for venous access device care and maintenance for patients receiving chemotherapy and biotherapy.
- Demonstrate evidenced based principles for safe handling of hazardous drugs, including demonstrating appropriate application of Personal Protective Equipment (PPE) and management of a hazardous drug spill.
- Apply evidence based principles for managing adverse events (infusion reactions and flare reactions).
- Summarize the nursing assessment, management and support for common toxicities and symptoms experienced by patients receiving chemotherapy and/or biotherapy.
- Identify how new therapies and practice guidelines influence your nursing practice.
- Begin your annual reflective practice assessment of your chemotherapy and biotherapy nursing practice.

Modes of Learning

The mechanism to facilitate learning in this course will be eLearning. This self-directed approach allows participants to progress through the modules at their convenience, either at home or work, with the utilization of a computer and the internet. Each module will take approximately 15-30 minutes to complete, with additional readings selected from the virtual library to supplement their learning. Each module will consist of a review of the module's focus topic, interactive activities to apply the content and recommended resources and supplemental readings. Support will be provided weekdays for technical issues and the content questions.

Modes of Evaluation

Two evaluation methodologies will be used for this course:

- Knowledge development/maintenance
- Quality and content evaluation

Knowledge development/maintenance: An open book exam will be written after participants complete all course modules. The exam will be randomized from a pool of questions developed by systemic therapy nursing experts in the Ontario focused on essential systemic therapy competencies. The passing grade is 80%. Participants, who do not achieve a passing grade, should review their exam results and identify their knowledge gaps. Participants should discuss their knowledge gaps with their educator or system supports prior to re-writing the exam. A one week time period is required between re-writing the exam, to ensure time for review of knowledge gaps.

- Total number of question on exam = 20
- Length of time to complete exam = 1 hour

Quality and content evaluation: On completion of the course, participants will have the opportunity to evaluate the course's quality. The evaluation will focus on the following elements:

- Assessment of module quality
- Integration of adult teaching-learning principles
- Assessment of the eLearning Centre and ease of course completion
- Participants evaluation of perceived effectiveness of the course
- Assessment of the reflective practice tools

In addition, the de Souza welcomes any comments and feedback that you have at any time. Please send feedback to Laura Rashleigh at lrashlei@desouzanurse.ca

Evaluations must be completed to receive a certificate of course completion equal to 3 hours of learning. Participants will be asked to provide demographic data to enable the de Souza to better understand who is enrolled in the program. This information is confidential and will be protected.

Required Readings and Activities

Required Readings: Virtual library readings are included as needed in modules to support the module information.

Required Activities: Each module will have additional interactive activities to support the participant's application of core concepts in the module.

Additional virtual library readings are provided as enrichment readings and are not required to receive a certificate of course completion. For less common adverse effects, the course will provide supplemental readings only. Participants are requested to consider during their reflective practice, whether this content area is a learning gap, and develop a learning plan integrating the resources as needed.

Expectations for Participation

Plan to invest a minimum of 3 hours in completing the course. Additional readings may be required based on your learning plan prior to the exam. The course exam will take 1 hour.

On completion of the course, participants will receive a certificate of completion from the de Souza Institute. In order to receive a certificate of completion and

credit towards the de Souza Nurse Designation participants must complete the following:

- View all 12 modules on the elearning platform and complete interactive learning activities in the module.
- All course module quizzes
- The course evaluation, including pre-evaluation and post-evaluation surveys
- The initial reflective practice tool
- The course exam with a passing mark of 80%

The de Souza instructional design team will track the modules, quizzes and exams you have completed.

On receipt of your certificate of course completion, please provide a copy of it to your local supervisor or educator demonstrating that you have participated in one aspect of an ongoing competency maintenance program.

Facilitator Availability: Your facilitator, Laura Rashleigh, will monitor questions daily on weekdays and respond to questions within 48 hours of posting. Responses to questions will not occur on weekends. Facilitator support will not be available on statutory holidays. Additional facilitator holiday dates will be posted in the eLearning Course.

Course Timeline

All modules are self-directed and self-paced. They may be completed in any order. Your goal should be to complete the course within 4 weeks of your enrollment.

Reflective Practice

Reflective practice is also an essential aspect of an ongoing competency maintenance program. According to the College of Nurses of Ontario (CNO), reflective practice contains the following five steps: assessment, peer feedback, development of a learning plan, implementation of a learning plan and an evaluation of the learning experience (CNO, 2008 retrieved July 2, 2010 from http://www.cno.org/docs/qa/44008_fsRefprac.pdf).

The following tools have been developed by the de Souza Institute and the Chemotherapy and Biotherapy Program Advisory Committee to support your ongoing reflective practice for systemic therapy:

- Self assessment tool - based on CANO Standards and Benner's model from Novice to Expert (include strengths and areas to improve) and the CNO Quality Assurance Program. This tool can be printed from the

- eLearning course to keep in your portfolio. To access it, please go to the section titled "Self-Assessment-Part A and B" and the section titled "Reflective Tool-Part C and Part D".
- Tracking record for ongoing education to maintain and enhance your competency.
 - Learning plan – for identification of areas for ongoing learning. It should reflect areas of growth and enhancement identified through the self assessment tool and it may be integrated with your yearly learning plan.

The course, exam and reflective practice processes are important elements of an ongoing competency maintenance program. The de Souza Institute's yearly competency maintenance program will assist participants in completing the College of Nurses of Ontario's Quality Assurance Program – Self Assessment (peer and self assessment; learning plan).