



de Souza Nurse Clinical Fellowship

Version: May 30, 2011



Preamble.....	2
de Souza Designation.....	2
Clinical Fellowship.....	2
Criteria for Applicants.....	3
Application Process.....	3
Alternative Clinical Projects.....	4
Support for Mentors and Clinical Coaches.....	5
Evaluation.....	6
Clinical Fellowship Proposal Application.....	7
Learning Plan Template and examples.....	10
Final Report Guidelines.....	21

Preamble

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 demand for nurses with specialized oncology knowledge and skills continues to grow. In the next ten years, Ontario will see a 40 percent increase in the number of people living with cancer. To address this need, the Ontario Ministry of Health and Long-Term Care established the de Souza Institute in 2008.

The de Souza Institute is building capacity and setting a new standard of oncology nursing excellence by:

- Delivering innovative education and mentorship programs.
- Helping nurses to achieve certification in the specialties of oncology (adult and pediatric) and hospice palliative care.
- Funding graduate scholarships.
- Advancing research.
- Supporting nurses in self care and career development.

de Souza Designation

The de Souza Designation is an official recognition of an increased level of specialized oncology nursing knowledge and skills. In order to obtain a de Souza Designation, individuals will be required to obtain a minimum of four credits by completing at least one course from each of the four domains of practice as well as the successful completion of a clinical fellowship. The four domains are: a) treatment and delivery of evidence based care; b) therapeutic and supportive relationships; c) developing professional practice and leadership; and, d) patient teaching and coaching. Clinical fellowships are to be arranged in consultation with a de Souza Institute faculty member.

A. Clinical Fellowship

Descriptions

Purpose: The clinical fellowship program adds to the preparation of oncology nursing leaders by acquiring specialized knowledge and skills in direct practice, promoting evidence-based best practices, and improving patient care.

Clinical fellows will participate in self-directed education and clinical preparation in adult or pediatric oncology/palliative care with guidance from a mentor. Each selected clinical fellow will undergo intensive clinical preparation for a period of **two weeks (or 75**

hours). The fellow selects and organizes a clinical experience at any point along the continuum of cancer care (i.e. ambulatory care, palliative care, or cancer prevention in the community), based on their identified learning needs and professional oncology nursing goals.

The focus of clinical preparation may include, but is not limited to:

- Assessment and management of pain and symptoms associated with cancer and its treatment in collaboration with other members of the interprofessional team
- Assessment and management of psychosocial complications of cancer in collaboration with other members of the interprofessional team
- Assessment and management of spiritual, religious, cultural and existential aspects of care in collaboration with other members of the interprofessional team
- Experiencing/promoting continuity of care through liaising with community agencies and other members of the interprofessional team.

Criteria for Applicants:

Applicants must:

- be a Registered Nurse in Ontario;
- have achieved specialty certification in Oncology or Hospice/Palliative care or Certified Pediatric Hematology Oncology Nurse; and,
- obtain a minimum of four credits within the four domains of practice as required for the de Souza Designation.

Application process:

The following will be required for the application:

- 1) **A proposal** that outlines the clinical focus and location of the fellowship along with plans for integration to practice.
- 2) **A learning plan** that clearly outlines the goals and objectives for the clinical fellowship. This will include a description of how learning will be applied to their work setting on return (see appendix A for Proposal of clinical fellowship, and appendix B for examples of a learning plan).
- 3) **A mentor.** The role of the mentor or clinical coach is to support the fellow as they progress through the clinical fellowship. The mentor or clinical coach will expose the fellow to wider issues of care delivery as it relates to the fellow's goals/objectives. The fellowship proposal has to be reviewed with and approved by the mentor.

- a. Mentorship: Upon acceptance all mentor/mentee pairs will register with de Souza's Oncology Nursing [e-Mentorship program](#) in order to access [resources, mentorship training](#) and support throughout the duration of the relationship.

For those applicants who do not have identified mentors, the de Souza [e-Mentorship program](#) will assist in the identification and matching with a mentor, after completion of the online mentee application form.

Fellows will meet with their mentor/clinical coach regularly either in person or telephone throughout the length of the fellowship.

- 4) **A confirmation letter.** Your employer (manager or director) will write a letter of support for your fellowship. It could include support to release you from work responsibilities from the clinical area for the specified time to meet objectives of the placement.
 - a. Financial support: Candidates are required to seek financial support from their home institution to undergo the two week (or total of 75 hours) clinical placement. While some associated costs such as travel or accommodation may be provided by de Souza Institute, applicants must have employer support to release time from paid work to participate as a fellow.

Alternative Clinical Project

In some circumstances, completing a clinical fellowship may not be possible for applicants in the specified time period. Therefore, individuals who feel they cannot complete a clinical fellowship can apply to undertake a special project instead. The inclusion of a *special project* allows for flexibility for applicants to identify special interest projects or activities that do not pertain to the clinical fellowship. Prior to undertaking the alternative clinical project, the applicant must submit a proposal along with a project plan for approval by de Souza faculty. The focus of the alternative project may include, but is not limited to completion of and implementation of a series of workshops including a rationale and plan of application and evaluation; development of an evidence-based guidelines/tools or education manual for application in a specific clinical area or journal publication.

The request for a special project will include a project goal along with a detailed learning plan. The fellow will be required to register with de Souza's e-Mentorship program and formally connect with their mentor (either self-selected or suggested by the e-Mentorship Program). The mentor, if not already part of the e-Mentorship program, will register with the e-Mentorship program and complete the Mentorship Training Workshop. Fellows will meet with their mentor/clinical coach regularly either in person or telephone communication throughout the length of the fellowship. A final report will be submitted to the de Souza Institute within two weeks of project completion along with any product (such as pamphlets, PowerPoint presentation, poster, guidelines, journal article) that was created.

At the end of the fellowship, it is expected that the fellow complete the following:

- a) Scholarly work: each fellow is required to complete scholarly work which includes, but is not limited to, preparing and delivering a presentation at a de Souza event, such as Provincial Oncology Nursing Rounds, de Souza Institute rounds and presentations, at their home organization, or drafting evidenced based guidelines. Scholarly work will be discussed and agreed upon by the relevant stakeholders (fellow, employer, de Souza Institute representative).

- b) Final report: applicants will submit a final report, within two weeks of completion of clinical preparation, describing how they met their goals/objectives and plans for scholarly work. Final report should include whether learning objectives were met identifying facilitators and challenges, how this experience has enhanced your practice, integration of learning into practice and plan for continued professional development. This will need to be reviewed and signed off by your mentor. (See appendix D for final report template) The clinical hours may be completed all at once or in staggered days over three months; however the fellowship must be completed within a 6 month period including submission of a final report (see appendix D for final report guidelines). Writing and submitting a final report is not included in the 75 hours of clinical placement.

Support for Mentors and Clinical Coaches:

The named mentors/clinical coaches will be provided with a package regarding the clinical fellowship. . Those who are not registered with the Oncology Nursing e-Mentorship program prior to being matched with a clinical fellow, will attend a Mentorship Training Workshop facilitated by the e-Mentorship program, and will receive a mentorship workbook, as well as access to electronic resources. The mentors and mentees will need to connect directly with the Oncology Nursing e-Mentorship program to inquire about dates and locations of upcoming workshops. The pair will be asked to submit an evaluation of their fellow and the clinical fellowship program at the end of their mentorship term.

Evaluation:

Fellows will be expected to complete evaluation at different points of the fellowship:

- Baseline survey – demographics including topic, clinical placement
- Post- fellowship survey – fellowship activities, overall experience including satisfaction

Mentors/clinical coaches will also be asked to complete a post-fellowship supervision survey to include feedback regarding mentoring experience, contribution (number of hours, areas of coaching, etc.) and recommend changes for future clinical fellowship

program. Participating clinical sites and sponsoring organizations will be asked to complete the following every 12 months:

- Benefits of fellowship for the organization
- Recommendations for improvement;
- Identification of organization's intention to continue to support de Souza clinical fellowship program

Fellowship Application Submission

Applications will be submitted on the de Souza Institute Clinical Fellowship Application Form. www.desouzanurse.ca

Appendix A: Proposal for Clinical Fellowship

Name of candidate:

Candidate's contact: e-mail: Phone: daytime evening

Organization name:

Area of practice:

Name of nursing leader (from your organization) supporting this fellowship:

How is your organization supporting you during this fellowship?

Please answer the following questions (required):

Which specialty certification do you hold?

- CNA certification in Oncology**
- CNA certification in Hospice Palliative Care**
- Certificate in Pediatric Hematology Oncology Nursing**

Year certification obtained?

Which de Souza courses did you complete and when? If you require more space for courses you have completed, please attach a separate sheet. Please be sure to attach copies of certificates of completion for each course to this application.

Course	Domain of practice	Date attended/completed course	Credit
Example: Pain & Symptom management	Treatment & Delivery of Evidence Based Care	March 26, 2011	0.25

Total			

Focus of clinical fellowship, please check the most appropriate box:

Clinical

Scholarly/Professional

Leadership

Research

Educational

Other

Location of clinical fellowship:

Contact for your clinical fellowship:

Clinical fellowship placement confirmed (attach or insert confirmation)

Have you registered with e-Mentorship program?

If you do not have an identified Mentor, please register with the e-Mentorship program first and they will assist in mentor selection

If you have an identified Mentor, please complete the following:

Name of your Mentor:

Please indicate if you have received confirmation from your Mentor (attach e-mail or letter):

Mentor phone number:

Mentor email:

Your Mentor's place of work:

Has your Mentor registered with e-Mentorship program?

Yes

No

Write in 200 words or less on how you will apply and integrate the learning from the clinical fellowship into your practice.

Appendix C: Learning Plan Template

Project goal:

Time frame:

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Criteria for Evaluation	Target date for achieving objectives

Adapted from: Knowles, M. S. (1975) *Self-Directed Learning. A guide for learners and teachers*, Englewood Cliffs: Prentice Hall/Cambridge.

Signature of Agreement:

Fellow: _____

Date: _____

Mentor: _____

Date: _____

Appendix D: Learning Plan (SAMPLE)

Project goal: To competently deliver patient education as required for people receiving chemotherapy/biotherapy in an ambulatory care clinic.

Time frame: April 4, 2011 to April 15, 2011 (total of 75 hours)

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Criteria for Evaluation	Target date for achieving objectives
To appraise literature and develop a plan to explain key concepts related to patients receiving chemotherapy/biotherapy.	<p>Successful completion of three day de Souza standardized chemotherapy and biotherapy course</p> <p>Review the Cancer Care Ontario Drug Formulary and Systemic Therapy Appendixes</p> <p>Observe mentor/preceptor in practice.</p> <p>Completion of the Patient Education module in Oncology Foundations course.</p>	<p>Ability to explain key concepts of patient teaching and learning and chemotherapy/biotherapy.</p> <p>Development of a plan, in collaboration with patient & interdisciplinary team, to identify safety concerns; provide education to enhance safety for the patient when going home.</p> <p>Ability to apply patient centred care principles to collaborate and plan teaching/learning with patient and their family.</p>	<p>Observation and feedback from clinical preceptor.</p> <p>Personal reflection (journals, notes, etc...)</p> <p>Feedback from peers, interdisciplinary team, etc...</p>	April 15, 2011
To demonstrate principles of patient education in providing teaching to patients receiving chemotherapy/biotherapy	Consult with preceptor/mentor to plan strategies for patient/family teaching.	Ability to apply patient education principles for patients receiving of chemotherapy/biotherapy when delivering patient/family	Increased self-confidence in providing patient education on chemotherapy/biotherapy (based on self-	Ongoing- final evaluation April 15, 2011

	<p>Review organizational policies (i.e. on administration of chemotherapy/biotherapy).</p> <p>Review patient education principles (see above strategy).</p> <p>Successful completion of de Souza Patient Education course</p> <p>Review standardized patient education resources (i.e. from Cancer Care Ontario, NCI, BC Cancer Agency, CPAC, etc...).</p>	<p>teaching.</p> <p>Plan and lead an introductory information session for patients receiving chemotherapy and biotherapy for the first time.</p> <p>Development of an evaluation mechanism for anonymous feedback from patients/families attending information session.</p>	<p>reflection/assessment)</p> <p>Positive feedback from preceptor/mentor and/or patients.</p>	
<p>To create communicate learning tool and disseminate knowledge gained throughout fellowship experience.</p>	<p>Consult with mentor to plan appropriate method of information delivery.</p> <p>Review key concepts from de Souza Patient Education course/module.</p> <p>Review and modify information/ resources obtained during fellowship period.</p>	<p>Design a pamphlet on management of chemotherapy toxicities to be used for future patient education activities.</p> <p>Show pamphlet to peers and identify ways that this tool can be used in individual clinical practice.</p> <p>Appraise the process of developing a learning tool and submit a final report to de Souza Institute.</p>	<p>Mentor evaluation of patient teaching material.</p> <p>Feedback from patients who were taught using the newly developed tool.</p> <p>Review of final report by mentor with approval to submit to de Souza Institute.</p>	<p>April 29, 2011 (2 weeks post-fellowship).</p>

Adapted from: Knowles, M. S. (1975) *Self-Directed Learning. A guide for learners and teachers*, Englewood Cliffs: Prentice Hall/Cambridge.

Signatures of agreement:

Fellow: _____ Date: _____

Mentor: _____ Date: _____

Appendix E: Learning Plan (**SAMPLE**)

Project goal: to develop knowledge and skill in cancer prevention and screening in a public health setting

Time frame: September 6, 2011 to September 19, 2011

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Criteria for Evaluation (who, what & how)	Target date for achieving objectives
To expand my knowledge in breast cancer prevention and screening in an outpatient Ontario Breast Screening Program	Complete de Souza eLearning course in cancer prevention in your practice and attend patient education workshop	Incorporate learning into practice through demonstration of newly acquired skills during clinical fellowship	Obtain feedback from clinical preceptor related to specific criteria of evaluation in conducting client assessment in screening clinic: For example, complete assessments for 10 patients in the OBSP setting. Demonstrated learning through reflective summary submitted to mentor/preceptor (timeline negotiated with mentor) accompanied by discussion and reflection	September 19, 2011
To demonstrate patient education delivery related to breast cancer prevention and screening	Consult with preceptor/mentor Shadow preceptor/mentor With support from mentor/preceptor, utilize skills to provide primary prevention information related to breast cancer, perform clinical skills, and, participate in the interdisciplinary team activities regarding follow up	Demonstrate knowledge and skill in patient education related to primary prevention of breast cancer, incorporating consistent messaging related to healthy eating, physical activity and screening breast screening guidelines	Demonstrate successful delivery of patient education related to breast cancer prevention and screening. Evaluation criteria will be developed with specific areas of learning: For example, listening, assessing learning style or communication style, and using simple language to deliver information. Mentor/preceptor and peers in the setting will complete evaluation and provide feedback. Reflective summary of learning will be provided after a evaluations are reviewed. Discussion and mode of submission of learning will be negotiated with mentor/preceptor.	Throughout the clinical placement – September 19, 2011

	Review Ontario Breast Screening Guidelines for Ontario, evidence on risk factors of breast cancer, prevalence data in Ontario, and programs in the community that facilitate awareness for underserved populations, such as public health.			
To communicate and disseminate learning acquired during the fellowship experience	Consult with mentor Use resources obtained/created during fellowship	In collaboration with mentor/preceptor, develop a presentation for unit nurses that highlights a specific area of learning related to breast cancer prevention and screening that is relevant to the setting and makes a contribution to education of the OBSP nurses. For example, reviewing skills that are useful for providing patient education to individuals with low literacy, or have cultural barriers. Submit a final report to de Souza Institute	An evaluation will be developed to be completed by unit nurses who have participated in the presentation, as well as, the mentor/preceptor. Criteria for evaluation include: usefulness/relevance of information presented, clarity and understanding of information, creativity of multiple methods in the presentation, presentation skills such as clear, organized, and timed well. A final report that is comprehensive and reflects the clinical fellowship experience will be submitted as part of the clinical fellowship requirement.	October 3, 2011

Note: preceptor is the person coaching the candidate in the clinical placement and is different from the mentor when mentor is from a different organization

Resource: Knowles, M. S. (1975) *Self-Directed Learning. A guide for learners and teachers*, Englewood Cliffs: Prentice Hall/Cambridge.

Signatures of agreement:

Fellow: _____ Date: _____

Mentor: _____ Date: _____

Appendix F: Learning Plan (SAMPLE)

Project goal: To expand knowledge and skill working in a nurse practitioner led survivorship program.

Time frame: May 16, 2011 to July 22, 2011 (7.5 hrs per week x 10 weeks = 75 hours)

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Criteria for Evaluation (who, what & how)	Target date for achieving objectives
To explore and describe leadership skills required to work within a nurse-led survivorship program	<p>Review CCO guidelines in re: survivorship.</p> <p>Conduct a literature review to obtain best evidence related to survivorship.</p> <p>Dialogue and consult with preceptor/mentor.</p>	Develop a resource file related to survivorship for use in practice area.	<p>Resource file is evaluated for usability, comprehensiveness and applicability by colleagues in practice area.</p> <p>Self-reflection through journaling/note-taking on growth as a nurse-leader.</p>	July 22, 2011
To assess and summarize the role of the nurse in a survivorship program	<p>Conduct a literature review.</p> <p>Partner with preceptor/mentor to shadow APN role.</p> <p>Dialogue and consult with preceptor/mentor.</p>	<p>Ability to discuss role of the nurse with mentor/preceptor/peers.</p> <p>Creation of a final report to be submitted to de Souza Institute.</p>	Obtain feedback from preceptor and discuss and reflect content with primary mentor.	July 22, 2011
To demonstrate skill in leading a survivorship patient group	<p>Consult with preceptor/mentor.</p> <p>Co-lead a group with preceptor/mentor then debrief together.</p> <p>Review pertinent organizational policies.</p>	<p>Organize and plan content that is included in a survivorship patient support program.</p> <p>Demonstrate knowledge gained through co-leading a survivorship</p>	<p>Increased self-confidence in leading a survivorship group.</p> <p>Positive feedback from preceptor/mentor and/or patients.</p>	Throughout the clinical placement – July 22, 2011

	Review key patient education concepts (i.e. through completion of the Patient Education module in Oncology Foundations or the Patient Education course).	group with preceptor/mentor.		
To communicate and disseminate learning acquired during the fellowship experience	Consult with preceptor/mentor. Reference resources obtained/created during fellowship in developing dissemination materials.	Develop a PowerPoint presentation highlighting learning. Creation of a final report to be submitted to de Souza Institute.	Evaluation by mentor that presentation and report are comprehensive and reflects the clinical fellowship experience.	August 5, 2011

Note: preceptor is the person coaching the candidate in the clinical placement and is different from the mentor when mentor is from a different organization

Resource: Knowles, M. S. (1975) *Self-Directed Learning. A guide for learners and teachers*, Englewood Cliffs: Prentice Hall/Cambridge.

Signatures:

Fellow: _____ Date: _____

Mentor: _____ Date: _____

Appendix G: Learning Plan (SAMPLE)

Project goal: to increase knowledge and skill in pain and symptom management in palliative care in a hospital setting

Time frame: June 1, 2011 to July 6, 2011 (15 hours/week x 5 weeks = 75 hours)

Learning Objectives	Resources/Strategies used to achieve learning objectives	Evidence(s) of Achievement	Target date for achieving objectives	Criteria for Evaluation (who, what & how)
To expand knowledge related to pain and symptom management in palliative care	Review CCO's symptom management guides to practice: Pain document	<p>Incorporate learning into practice through demonstration during clinical fellowship</p> <p>Hold a presentation for nursing staff related to pain and symptom management in the community</p>	<p>July 6, 2011</p> <p>July 6, 2011</p>	<p>Obtain feedback from preceptor/mentor during fellowship</p> <p>Feedback from nursing staff that presentation enhanced their understanding of community practice</p>
To increase understanding of nursing role in an inpatient palliative care unit	Work alongside preceptor/mentor Consult with preceptor/mentor	Discuss role and responsibilities with mentor Learning included in PowerPoint presentation and final report	July 6, 2011	Obtain feedback from preceptor and discuss and reflect content with primary mentor
To manage patients' pain and symptoms in a palliative care unit	Shadow preceptor/mentor and increase autonomy in caring for patients in a palliative care unit	Demonstrate knowledge and skill in managing patients' pain and symptoms	Throughout the clinical placement – July 6, 2011	Documentation in chart is comprehensive and reflect appropriate pain and symptom management based on CCO's guides to practice. Patients' ESAS is documented.

To communicate and disseminate learning acquired during the fellowship experience	Consult with mentor Use resources obtained/created during fellowship	Develop a PowerPoint presentation Submit a final report to de Souza Institute	July 20, 2011	Evaluation by mentor that presentation and report are comprehensive and reflects the clinical fellowship experience
---	---	--	---------------	---

Note: preceptor is the person coaching the candidate in the clinical placement and is different from the mentor when mentor is from a different organization

Resource: Knowles, M. S. (1975) *Self-Directed Learning. A guide for learners and teachers*, Englewood Cliffs: Prentice Hall/Cambridge.

Signatures:

Fellow: _____ Date: _____

Mentor: _____ Date: _____

Appendix C: de Souza Nurse clinical Fellowship checklist

De Souza institute contacted re: intention to submit

Proposal completed

Learning plan completed and signed

Confirmation letter from employer (manager/director)

Registered with e-Mentorship

Mentor identified and mentorship contract submitted

Clinical placement confirmed (confirmation attached)

Final report completed

Appendix D: Final Report Guidelines

de Souza Nurse Clinical Fellowship

Final Report Guidelines

The purpose of the *de Souza Nurse Clinical Fellowship* is to provide oncology/palliative care nurses specialized clinical preparation towards a de Souza Nurse designation. The clinical fellowship must be completed within a 6 month period which includes the final report submitted within two days of the last clinical placement day. A final report is required to summarize progress made during the fellowship period. It should include the following:

1. Demographic information
2. Details of activities during the fellowship period (Objectives, Activities, Challenges and and Achievements) and how this experience enhances clinical practice
3. Description of proposed scholarly work, such as presentations
4. Future plan for continued professional development in oncology/palliative care

The final report needs to be signed by the fellow and reviewed and signed by his/her mentor. The final report is to be single-spaced, using 12 point Times Roman font, and with a total word count of no more than 1,000.

Please forward one copy of completed and signed final report to de Souza Institute within two days of the last clinical placement day.

de Souza Designation Fellowship
de Souza Institute
700 University Avenue, HSC #14
Toronto, ON M5G 1Z5
info@desouzanurse.ca

1. Demographic Information

Name (Last Name, First Name)	Date of Birth (DD/MM/YYYY)
Home Email	Work Email or School Email
Fellowship starting date (MM/YYYY):	
Fellowship finishing date (MM/YYYY):	
Location where this fellowship took place:	
Name of the organization _____ Clinic _____	
Name of Mentor:	
Mentor contact information (e-mail and phone number):	

Current Position (current employer)

Position Title	
Department or Clinic	
Institution	

2. Clinical Fellowship Details

2a. Please list the objectives from your original learning plan

2b. For the period covered by this final report, please describe: i) any changes to your original objectives, ii) why these changes occurred, and iii) any impact these changes have had on your fellowship. *(250 words or less)*

2c. For the period covered by this final report, please describe any factors (facilitators or challenges) that may have influenced your fellowship experience. *(150 words or less)*

2d. For the period covered by this final report, please describe your **three greatest achievements** and its impact on your practice. *(150 words or less)*

2e. Please describe specifically how this fellowship contributed to enhancing your oncology/palliative care *(150 words or less)*

2f. Please provide any additional comments you may have regarding the progress of your clinical practice

3. Scholarly Work

For the period covered by this final report, please list your presentations / other scholarly work.

3a. Presentations already taking place at the time of the final report

Title: _____ Date: _____

Location _____ Audience _____

Title: _____ Date: _____

Location _____ Audience _____

Please add more lines if necessary

3b. Presentations planned post fellowship period

Title: _____ Date: _____

Location _____ Audience _____

Title: _____ Date: _____

Location _____ Audience _____

Please add more lines if necessary

4. Future Plan

Please describe your plan for continued professional development in oncology/palliative care (150 words or less).

Signature of the Fellow _____ Date _____

Signature of the Mentor _____ Date _____