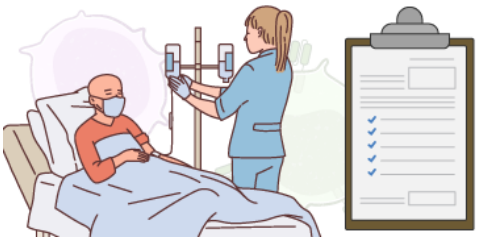
de Souza INSTITUTE



Chemotherapy Competency Maintenance Course - On Demand

COURSE SYLLABUS

2026-2027

Course Educator:
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Course Format: eLearning

Contact Information and Technical Support: support@desouzainstitute.com

Registration: Required

Eligibility: Nurses who have completed the Provincial Standardized Chemotherapy and Biotherapy (PSCB) Course.

Prerequisite: *Provincial Standardized Chemotherapy and Biotherapy (PSCB)* is required before completing this course.

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A. COURSE DESCRIPTION

This self-directed, eLearning course has been designed for nurses who have passed de Souza Institute's Provincial Standardized Chemotherapy and Biotherapy Course. de Souza Institute recommends successful completion of the Chemotherapy Competency Maintenance course (CCMD) every 12-24 months to meet competency maintenance requirements recommended by the Canadian Association of Nurses in Oncology (CANO/ACIO). This maintenance course covers assessment and order verification, administration, safe handling, chemotherapy and biotherapy, immediate complications, and diarrhea and constipation, with updates on new evidence and new therapies.

Reflective practice is essential to nursing practice, professional development, and continuing competence. This course integrates five steps: assessment, peer feedback, learning plan development, implementation of a learning plan and an evaluation of the learning experience.

Several reflective practice tools have been developed to assist you and are accessible through this course. The tools have been designed to be consistent with the Canadian Nursing Regulator's (e.g., CNO and CRNA) annual Quality Assurance Program, CANO/ACIO standards, and provincial standards (e.g., CCO). Refer to Appendix A for list of Canadian Nursing Regulators. These tools may be integrated within your annual portfolio for your regulatory nursing college, and within your organization's annual competency maintenance processes.

Prerequisites: To enroll in the course, participants must be nurses who have successfully completed the Provincial Standardized Chemotherapy and Biotherapy course.

B. de SOUZA DESIGNATION CREDITS

Domain of Practice	Treatment and Delivery of Evidence Based Care
Learning Hours	5 hours
de Souza Credit	0 credit

C. COURSE OBJECTIVES

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

- Describe the assessment interview including data collection and communication principles and techniques
- Compare and contrast several assessment tools used in the care of the patient with cancer.
- 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 safe handling of hazardous drugs, including demonstrating appropriate application of Personal Protective Equipment (PPE) and management of a hazardous drug spill.
- State the use of the different classes of chemotherapy agents and describe the common toxicities of cell cycle and non-cell cycle specific agents.
- Explain the use of biological and molecular targeted therapies and describe their unique toxicities.
- Summarize the nursing assessment, management and support for common toxicities, adverse events and symptoms experienced by patients receiving chemotherapy and/or biotherapy.

D. MODE OF LEARNING: eLearning

The eLearning environment fosters a self-directed approach. You can progress through the modules and exercises at a convenient time, at home or work. The course timetable, in **Section I** of the course syllabus, outlines our suggested weekly expectations for participants.

- **eLearning Modules:** Sections and modules were developed by the de Souza education team to reflect the latest knowledge in cancer chemotherapy nursing care. The content is up-to-date and includes interactive application exercises and references to the latest clinical guidelines.
- **Supplemental Readings:** These optional readings supplement key topics and can help address knowledge gaps identified in your self-reflection activities.
- **Study Guide:** A writable study guide is made available as a resource that you can print and/or fill in as you progress through the interactive course modules.

E. MODES OF EVALUATION

As part of the evaluation process, you are required to complete the following:

- **A Baseline Participant Survey**: This survey obtains your demographics and assesses your knowledge, attitude, and confidence before you begin the eLearning modules for the course.
- **eLearning Modules**: You must complete all sections/modules by the course end date. Supplemental readings are not required.
- **Reflective Practice Tools**: A self-assessment tool is provided and is based on CANO/ACIO Standards, Benner's model from Novice to Expert (including 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. It can be accessed under the section titled "Reflective Practice". Additionally, it is recommended that you create a learning plan and track your ongoing education to support your competency maintenance.
- **Exam**: There are 20 multiple choice questions in the exam. You will be given 50 minutes to complete the exam. To successfully pass the exam, you must obtain a minimum of 16 out of 20 (>80%). If you do not achieve a passing grade, you should review your exam results and identify knowledge gaps. The course facilitator can provide you with feedback on your exam attempt and assist with knowledge gaps. A one-week time period is recommended between re-writing the exam, to ensure time for review of knowledge gaps. There are maximum 2 attempts for the exam.
- **Course Evaluation**: At the end of the course, you will be required to complete a "Participant Post Survey" where you can provide your feedback on whether the content met your professional learning needs.

When you have met the all of the above requirements, you will receive 5 learning hours and an email containing instructions on how to download your certificate of completion via your "My Account".

Please note: this course is considered a non-credit course; therefore completion does not earn you credits towards de Souza designation.

The de Souza Institute welcomes comments and feedback that you have at any time. Please send feedback to the course facilitator.

F. COMPETENCIES

A number of competencies will be evident within each module that encompasses the Canadian Association of Nurses in Oncology's competencies.

Canadian Association of Nurses in Oncology – Competencies associated with cancer chemotherapy nursing practice:

- Comprehensive health assessment
- Supportive and therapeutic relationships
- Management of cancer symptoms and treatment side effects
- Teaching and coaching
- Facilitating continuity of care/navigating the system
- Decision-making and advocacy
- Professional practice and leadership

To review the competencies, please visit the CANO/ACIO website.

G. SUGGESTED TIME REQUIREMENT

To be successful in completing this course, you are encouraged to set aside 1 to 2 hours each week to complete the course sections. Learning is primarily self-directed. The total learning hours for this course is 5 hours.

Sections and modules are meant to be completed sequentially but you can choose to go ahead and complete learning activities at your own pace.

Your course activity completion will be reflected in your grade book. Evidence of engagement through active participation will result in a positive learning experience. You will be expected to complete all sections/modules through the eLearning course by the course end date.

H. CCMD RENEWAL TIMELINE

All renewals will be on a 24-month cycle. You can find your next 24 month due date on your CCMD course certificate. You will need to successfully complete your CCMD by your 24 month due date/expiry date.

I. SUGGESTED COURSE TIMELINE

You **do not** have to complete the weekly course activities exactly as outlined below. However, you must complete all course requirements **by your 24 month expiry date.** You can find your end date for course access in your "My Account". It is **imperative** that you check this, as it is very specific including the time of day that access will end.

	Suggested Weekly eLearning Activities
Week 1	✓ Baseline Participant Survey ✓ Reflective Practice ✓ Download, Save and/or Print the writable **Study Guide**
Week 2	✓ Section 1 – Assessment and Order Verification ✓ Section 2 – Administration
Week 3	✓ Section 3 – Safe Handling of Hazardous Drugs ✓ Section 4 – Chemotherapy and Hormones
Week 4	✓ Section 5 – Immunotherapy
Week 5	✓ Section 6 – Immediate Complications
Week 6	✓ Section 7 – Diarrhea and Constipation ✓ Section 8 – Safety Corner and Updates
Final Exam – Complete within Weeks 7 to 8 Maximum 2 attempts; must obtain 16/20 (>80%) to pass	
Week 7 to 8	✓ Post Evaluation Survey ✓ Final Exam

J. COURSE EDUCATOR

Komal Patel Saini

K. EDUCATOR AVAILABILITY

This course is self-directed. If you have questions about the course or are having difficulty with the course content, contact support@desouzainstitute.com and include the course name "CCMD00ODM26" in the subject line. You can expect the course educators: Allison Loucks or another educator to respond to your questions within 24 hours during the week and within 48 hours (about 2 days) on the weekend.

L. VIRTUAL LIBRARY

de Souza Institute has a virtual library that can be accessed by those registered in this course or any other de Souza Institute continuing education program. This resource enables you to access over 1500 e-Journals, 200 e-books and 8 on-line databases such as CINAHL or Ovid-Medline. You can use the virtual library to access the additional reading materials for your course. The virtual library can be accessed 24 hours a day using your login and password.

The direct link is: https://library.desouzainstitute.com/login.

M. TECHNICAL SUPPORT

eLearning Centre Orientation

The de Souza Institute eLearning Centre Orientation Course is a free, and brief module designed to help you navigate your online courses successfully. If this is your first time accessing the platform, completing this orientation will teach you how the learning management system works and how to track your progress.

de Souza Institute Support

If you need assistance accessing or navigating the eLearning Centre, please refer to the eLearning Orientation course. If you experience any technical difficulties, please contact support@desouzainstitute.com .

N. POLICIES AND PROCEDURES

Click the links below to read de Souza Institute's respective policies.

Academic Honesty and Copyright Policy

Cancellations, Incomplete and No Show Policy

Request for Accommodation Policy

Course content and resources provided in this course are based on best practice guidelines from provincial and national bodies. Local protocols and policies vary among healthcare organizations; please consult educators within your organization if you have specific questions related to local protocols and policies.

Appendix A

List of Canadian Nursing Regulatory Bodies

Province/Territory	Provincial Canadian Nursing Regulatory Body
Alberta	College of Registered Nurses of Alberta (CRNA) College of Licensed Practical Nurses of Alberta (CLPNA)
British Columbia	British Columbia College of Nurses and Midwives (BCCN&M)
Manitoba	College of Registered Nurses of Manitoba (CRNM) College of Licensed Practical Nurses of Manitoba (CLPNM)
New Brunswick	Nurses Association of New Brunswick (NANB)
Newfoundland and Labrador	College of Registered Nurses of Newfoundland and Labrador (CRNNL) College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL)
Northwest Territories and Nunavut	College and Association of Nurses of the Northwest Territories and Nunavut (CANNN)
Nova Scotia	Nova Scotia College of Nursing (NSCN)
Ontario	College of Nurses of Ontario (CNO)
Prince Edward Island	College of Registered Nurses of Prince Edward Island (CRNMPEI) College of Licensed Practical Nurses of Prince Edward Island (CLPNPEI)
Quebec	Ordre des infirmières et infirmiers du Québec (OIIQ)
Saskatchewan	College of Registered Nurses of Saskatchewan (CRNS) College of Licensed Practical Nurses of Saskatchewan (CLPNS)
Yukon	Yukon Registered Nurses Association (YRNA)