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**AHS Cohort - Chemotherapy Competency Maintenance Course**

COURSE SYLLABUS

2019

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**Course Offering:** de Souza Institute

**Course Format:** eLearning

**Contact Information:** [Samantha.scime@desouzainstitute.com](mailto:Samantha.scime@desouzainstitute.com)

**Registration:** Required

## A. COURSE DESCRIPTION

This self-directed, eLearning course has been designed for nurses who have passed the AHS Cohort—Provincial Standardized Chemotherapy and Biotherapy course (PSCB). O-PREP and de Souza recommend successful completion of the maintenance course every 12 to 18 months to maintain your Certificate of Completion of the PSCB course. This course adheres to CANO/ACIO's maintenance requirements and covers the following topics: assessment, order verification process, administration and documentation, venous access, safe handling, adverse events, toxicities and symptom management, cancer and aging, and oral chemotherapy. Updates on new evidence and new therapies will be highlighted.

Reflective practice is an essential part of nursing practice, professional development, and continuing competence reporting for practice permits (College & Association of Registered Nurses of Alberta [CARNA], 2019; College of Licensed Practice Nurses of Alberta [CLPNA], 2015). As such, reflective practice is integrated into this maintenance course. It contains the following five steps: assessment, peer feedback, development of a learning plan, and implementation of a learning plan and an evaluation of the learning experience.

The tools have been designed to be consistent with CARNA's *Entry-Level Competencies for the Practice of Registered Nurses* and annual practice renewal requirements, the CLPNA's *Competency Profile for LPNs*, and the Canadian Association of Nurses in Oncology (CANO/ACIO) practice standards. These tools may be integrated within your professional portfolio and for permit renewal process.

Although you can complete the various components of the course at your own pace, you must complete the course, in its entirety, within **eight weeks** of the course start date (this date can be found on the course information page in *My Account*).

**Prerequisites:** To enroll in the course, participants must be nurses who have successfully completed the AHS Cohort—Provincial Standardized Chemotherapy and Biotherapy course (PSCB).

## B. 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.

- Explain the advantages and challenges of oral chemotherapy.
- 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).
- Describe the changes that occur with aging and their impact on chemotherapy administration and care.
- Summarize the nursing assessment, management and support for common toxicities and symptoms experienced by patients receiving chemotherapy and/or biotherapy.

### C. MODE OF LEARNING

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 F** 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 disease sites. The content is up-to-date and includes interactive application exercises and links to the latest clinical guidelines.
- **Study Guide:** There is a printable study guide that you can print and fill in as you progress through the interactive course modules.

### D. MODES OF EVALUATION

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

- **Baseline Participant Survey:** this survey obtains participant's demographics, perceived confidence in content and work experience.
- **Reflective Practice Tools:** A self-assessment tool- based on CANO/ACIO 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 Reflective Practice - "Self-Assessment-Part A and B" and the section titled "Reflective Tool-Part C and Part D". Additionally, it is recommended that you create a learning plan and track your ongoing education to support your competency maintenance.

- eLearning modules/sections: you will be required to complete all modules and interactive learning activities. Supplemental readings are not required.
- Exam: There are 20 multiple choice questions in the exam. Participants will be given 50 minutes to complete the exam. To successfully pass the exam, participants must obtain a minimum of 16 of out 20 (>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 recommended between re-writing the exam, to ensure time for review of knowledge gaps. The exam can be written twice.
- Post evaluation: At the end of the course, you will be required to complete a post course evaluation. This will be facilitated electronically through eLearning.

When you have met the all the above requirements, you will receive a downloadable certificate of completion via your My Account and will receive a credit towards your de Souza designation which will appear on your O-PREP Learning Pathway. Please note: the certificate of completion will be available two weeks after the closing of the online course.

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

## E. 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.

**CANO/ACIO Standard Link:** <http://www.cano-acio.ca/conep/>

**CANO/ACIO National Standards for Cancer Chemotherapy Nursing Link:** [http://www.cano-acio.ca/national\\_chemotherapy\\_administration\\_standards](http://www.cano-acio.ca/national_chemotherapy_administration_standards)

## **F. TIME REQUIREMENT AND EXPECTATIONS FOR PARTICIPANTS**

To be successful in completing this course, you are encouraged to set aside 1-2 hours each week to complete each section as learning is primarily self-directed. The total learning hours for this course is 5 hours, although additional time may be required based on participant's learning needs and experience. The course exam will take 50 minutes to complete.

Sections and modules are meant to be completed sequentially but participants can choose complete learning activities at their own pace.

Your course activity completion will be reflected in your grade book.

## **G. FACILITATOR AVAILABILITY**

As the facilitator for this course, I will be responsible to answer questions related to course content, and be available to you for questions throughout the course. You can expect me to respond to your queries within 24-hour time period during the week and 48 hours on the weekend. Technical support is available by contacting [support@desouzainstitute.com](mailto:support@desouzainstitute.com).

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## H. COURSE TIMELINE

The following sections/modules are recommended to be completed in sequential order according to numerical identifier.

Section/ Module	Topic	Post Date	Date to complete
<b>Baseline Participant Survey</b>		Within first week of the course	Completion by the end of 1 <sup>st</sup> week
<b>Reflective Practice</b>	<ul style="list-style-type: none"> <li>• Self-Assessment Part A and B</li> <li>• Reflective Tool – Part C and Part D</li> </ul>	Within first week of the course	Completion by the end of 1 <sup>st</sup> week
<b>1</b>	Assessment	Within the 2 <sup>nd</sup> week of the course	Completion by the end of 2 <sup>nd</sup> week
<b>2</b>	Order Verification Process	Within the 2 <sup>nd</sup> week of the course	Completion by the end of 2 <sup>nd</sup> week
<b>3</b>	Administration	Within the 3 <sup>rd</sup> week of the course	Completion by the end of 3 <sup>rd</sup> week
<b>4</b>	CVAD and PIV Care and Maintenance	Within the 3 <sup>rd</sup> week of the course	Completion by the end of 3 <sup>th</sup> week
<b>5</b>	Documentation	Within the 4 <sup>th</sup> week of the course	Completion by the end of 4 <sup>th</sup> week
<b>6</b>	Safe Handling of Hazardous Drugs	Within the 4 <sup>th</sup> week of the course	Completion by the end of 4 <sup>th</sup> week
<b>7</b>	Therapies (Oral and Immunotherapy)	Within the 5 <sup>th</sup> week of the course	Completion by the end of 5 <sup>th</sup> week
<b>8</b>	Immediate Complications	Within the 5 <sup>th</sup> week of the course	Completion by the end of 5 <sup>th</sup> week
<b>9</b>	Adverse Effects: Myelosuppression	Within the 6 <sup>th</sup> week of the course	Completion by the end of 6 <sup>th</sup> week
<b>10</b>	Safety Corner	Within the 6 <sup>th</sup> week of the course	Completion by the end of 6 <sup>th</sup> week
<b>Final Exam</b>		Within the 6 <sup>th</sup> to 8 <sup>th</sup> week of the course	Completion by the end of 8 <sup>th</sup> week
<b>Post Evaluation Survey</b>		Within the 6 <sup>th</sup> to 8 <sup>th</sup> week of the course	Completion by the end of 8 <sup>th</sup> week

We recommend that you attempt the final exam by Week 7.

## I. FACILITATOR'S BIOGRAPHY

### **Samantha Scime RN, MN, CON(C)**

Samantha has grown her passion for oncology in both inpatient and outpatient settings, as well as, an urgent care unit for patients experiencing oncologic emergencies. Over the course of her career, Samantha has sat on several committees and chaired the Oncology Patient and Family Education committee, Oncology Nursing Journal Club and Cancer-related Sexual Health Working Group at St. Michael's Hospital. As a member of these committees, she had the opportunity to lead a variety of quality improvement projects including two award-winning patient education initiatives which have been presented both at the local and national level. Samantha has contributed to the oncology nursing community as a nursing student preceptor, teaching assistant at University of Toronto's Faculty of Nursing, Director of Communications for Toronto's Canadian Association of Nurses in Oncology (CANO) chapter and as a CANO board member. Samantha completed her BScN at McMaster University and her Master of Nursing at the University of Toronto. Samantha also obtained her Oncology CNA certificate in 2016.

### [Additional Information Regarding Learning At de Souza Institute](#)

#### **A. GUIDELINES FOR ONLINE COLLABORATIVE DISCUSSION**

Discussion related to course content will take place in the collaborative discussion forums. The collaborative discussion forums provide you with the opportunity to share ideas and clarify your understanding of course content and readings.

Your postings should fully articulate your thoughts on a given topic, it should also be concise. To avoid excessively long postings, try to keep your posting under 400 words in length. Try to avoid repetitive messages like "I agree with your posting" unless you are following them with additional information, new ideas or issues. Don't be afraid to disagree with your facilitator or peers as long as you phrase your thoughts respectfully. The idea is to stimulate a thoughtful dialogue, so we all need to take responsibility to both contribute to the discussion and keep it lively and on-going

#### **B. SOCIAL FORUM**

This social forum is provided for you, the participants, to post news, items of general interest, share information about yourselves and to raise topics of interest beyond the specific questions being discussed in the module-specific forums. All messages of a social nature can be posted in the social forum. This forum is open to all participants, including the facilitator.

#### **C. VIRTUAL LIBRARY**

de Souza Institute has a virtual library that can be accessed to 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 CINHAL or Ovid-Medline. You can use the virtual library to access the required reading materials for your course. The virtual library can be accessed 24 hours a day at any location that has internet access using a login and password.

The direct link is <https://library.desouzainstitute.com>

## D. TECHNICAL SUPPORT

### eLearning Centre Orientation

If this is the first time you are taking a course offered by de Souza Institute, please complete the eLearning Centre Orientation course (free of charge). This course is designed to introduce you to online learning and help you understand how to navigate through the de Souza Institute eLearning centre and courses. It is strongly recommended that you complete this orientation so you will be able to successfully navigate de Souza's eLearning environment.

### de Souza Support

If you have questions about the content of a course please email your course facilitator.

If you need assistance accessing or navigating the eLearning Centre, please refer to the eLearning Orientation course. If you have questions or have any general technical difficulties please contact [support@desouzainstitute.com](mailto:support@desouzainstitute.com).

## E. POLICIES AND PROCEDURES

Click the links below to read de Souza Institute's Academic Honesty and Copyright; and cancellation, incomplete and no show policies.

[Academic Honesty and Copyright Policy](#)

[Cancellations, Incomplete and No Show Policy](#)

Course content and resources provided in this course are based on best practice guidelines from provincial and national bodies. Please consult your educator if you have specific questions related to local protocols and policies as they vary among healthcare organizations.



### References

College & Association of Registered Nurses of Alberta, (March 2019). *Entry-Level Competencies for the Practice of Registered Nurses*. Retrieved from [https://nurses.ab.ca/docs/default-source/document-library/standards/entry-to-practice-competencies-for-the-registered-nurses-profession.pdf?sfvrsn=15c1005a\\_12](https://nurses.ab.ca/docs/default-source/document-library/standards/entry-to-practice-competencies-for-the-registered-nurses-profession.pdf?sfvrsn=15c1005a_12)

College & Association of Registered Nurses of Alberta, (2019). *Renewing Your Permit*. Retrieved from <https://nurses.ab.ca/registration-and-renewal/my-permit/renewing-your-permit>

College of Licensed Practice Nurses of Alberta, (2015). *Competency Profile for LPNs, 3<sup>rd</sup> Edition*. Retrieved from <https://www.clpna.com/members/continuing-competency-program/competency-profile-for-lpns/>

College of Licensed Practice Nurses of Alberta, (2017). *E: Nursing Practice*. Retrieved from [https://www.clpna.com/wp-content/uploads/2013/02/doc\\_Competency\\_Profile\\_for\\_LPNs\\_3rd\\_Ed\\_E\\_NursingPractice.pdf](https://www.clpna.com/wp-content/uploads/2013/02/doc_Competency_Profile_for_LPNs_3rd_Ed_E_NursingPractice.pdf)