Chemotherapy Competency Maintenance Course

COURSE SYLLABUS

2020

Course Facilitator: Samantha Scime

Course Author: Komal Patel

Course Offering: de Souza Institute

Course Format: eLearning

Contact Information: samantha.scime@desouzainstitute.com

Registration: Required

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 to meet competency maintenance requirements recommended by CANO/ACIO. This maintenance course 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 integrated into the course, as an essential aspect of an ongoing competency maintenance program. It 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. 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 and CANO/ACIO standards; and may be integrated within your annual portfolio for your 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.

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 main mechanisms to facilitate learning in this course will entail eLearning.

eLearning

eLearning, offered through the de Souza eLearning centre, will cover the following activities: the application of course knowledge, self-directed supplemental reading activities, self-reflection activities and optional discussion forum participation. The eLearning environment fosters a self-directed approach for participants to progress through the modules at a convenient time, either at home or work. The course timetable in Section H of the course syllabus recommends weekly expectations for participants.

- Learning and application: Sections and modules are developed by de Souza education team to reflect the latest knowledge in cancer chemotherapy nursing care. The content is up to date and the learning format is interactive.
- Supplemental Readings are intended to enhance the eLearning content surrounding key topic areas. These readings are not required, but can be utilized to address knowledge gaps identified in your self-reflection activities.
- Collaborative forum participation via the eLearning platform is intended to engage all participants enrolled in the course. This is a form of learning that really depends on the active participation of the group. Online discussions regarding module content, supplemental readings or activities will enhance knowledge acquisition, understanding, and sharing. It is encouraged that you share experiences, ideas or resources from clinical practice with others in the course.
- Technical support is available at support@desouzainstitute.com.

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.

- <u>eLearning modules/sections</u>: you will be required to complete all modules and interactive learning activities. Supplemental readings are not required.
- <u>Exam:</u> 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.
- <u>Post evaluation</u>: 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. 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 National Standards for Cancer Chemotherapy Nursing Link:
> https://cdn.ymaws.com/www.cano-acio.ca/resource/resmgr/Resources/EN_CANO_Chemotherapy_Standar.pdf

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.

Sections and modules are meant to be completed sequentially but participants can choose to go ahead and complete learning activities at their own pace. Participants will be expected to:

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 modules through the eLearning system.

G. FACILITATOR AVAILABILITY

As the facilitator for this course, I will be responsible to answer questions related to course content, to monitor the registration process, to facilitate the eLearning modules, 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.

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
Baseline Participant Survey		Within first week of the course	Completion by the end of 1st week
Reflective Practice	• Self-Assessment Part A and B • Reflective Tool – Part C and Part D	Within first week of the course	Completion by the end of 1st week
1	Assessment	Within the 2nd week of the course	Completion by the end of 2nd week
2	Order Verification Process	Within the 2nd week of the course	Completion by the end of 2nd week

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3	Administration	Within the 3rd week of the course	Completion by the end of 3rd week
4	CVAD and PIV Care and Maintenance	Within the 3rd week of the course	Completion by the end of 3th week
5	Documentation	Within the 4th week of the course	Completion by the end of 4th week
6	Safe Handling of Hazardous Drugs	Within the 4th week of the course	Completion by the end of 4th week
7	Therapies (Oral and Immunotherapy)	Within the 5th week of the course	Completion by the end of 5th week
8	Immediate Complications	Within the 5th week of the course	Completion by the end of 5th week
9	Adverse Effects: Nausea and Vomiting	Within the 6th week of the course	Completion by the end of 6th week
10	Safety Corner	Within the 6th week of the course	Completion by the end of 6th week
Final Exam		Within the 6th to 8th week of the course	Completion by the end of 8th week
Post Evaluation Survey		Within the 6th to 8th week of the course	Completion by the end of 8th week

We recommend that you attempt the final exam by Week 7

I. FACILITATOR'S BIOGRAPHY

Samantha Scime RN, BScN 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, as well as, 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 has 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 the University of Toronto's Faculty of Nursing, Director of Communications for Toronto's Canadian Association of Nurses in Oncology (CANO) and as a CANO board member. Samantha completed her BScN at McMaster University and her Master of Nursing at the University of Toronto. Samantha 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 is 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.

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.