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Expert Facilitator Chemotherapy and Biotherapy Course:  
Parts 1 and 2  
COURSE SYLLABUS  
2023

**Course Facilitator:**

Komal Patel Saini, RN(EC), MN, CON(C), CHPCN(C), GNC(C)

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**Course Format:** Webcast (Zoom) and workshop

**Contact Information:**

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**Technical Support:** [support@desouzainstitute.com](mailto:support@desouzainstitute.com)

**Registration:** Required; formal application submitted to be approved for registration

**Eligibility Criteria:**

- RN in good standing with their regulatory college
- Successful completion of de Souza Institute's PSCB course
- Oncology Speciality Certification (or must complete within 1 year of facilitator training)
- At least 2 years of experience with chemotherapy and biotherapy care or education
- Manager or organizational leadership support

## A. COURSE DESCRIPTION

This two-part course is part of the de Souza Expert Facilitator designation program. This course is designed to help RNs interested in facilitating de Souza Institute’s Provincial Standardized Chemotherapy and Biotherapy (PSCB) course workshop in their local organization, who meet the eligibility criteria, become expert facilitators. The program will help participants apply theoretical frameworks and adult learning principles to the PSCB course, and gain insights into the process and standards for facilitating the course.

Part 1 (CBFT) of the course is the initial training program in which facilitators develop the skills required to facilitate de Souza Institute’s standardized curriculum. The course is completed online and via webcast (zoom) conferencing.

In Part 2 (CBLL), participants attend and facilitate the PSCB workshop twice, within 18 months of completing CBFT. Your first workshop as a facilitator must be done with another de Souza expert facilitator, before you can independently facilitate the second workshop. Though you may also opt to co-facilitate both workshops with another de Souza expert facilitator. Once the requirements for both CBFT and CBLL have been completed, you will receive 1.0 de Souza credit towards the de Souza designation program.

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### ***Expert Facilitator Chemotherapy and Biotherapy Course – Part 1 (CBFT)***

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**Domain of Practice**    **Developing Professional Practice and Leadership**

**Learning Hours**    6.5 hours

**de Souza Credit**    0 credit

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### ***Expert Facilitator Chemotherapy and Biotherapy Course – Part 2 (CBLL)***

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**Domain of Practice**    **Developing Professional Practice and Leadership**

**Learning Hours**    24 hours

**de Souza Credit**    1 credit (*must complete all requirements for Part 1 and 2*)

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## B. COURSE OBJECTIVES

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

- Summarize theoretical frameworks, adult teaching learning principles, and standards guiding de Souza Institute’s PSCB course
- Summarize your role as a course facilitator in light of adult teaching-learning principles and facilitation theory. Summarize how you can enhance your facilitation skills
- Articulate key elements of the chemotherapy and biotherapy standardized curriculum required for learners to be successful
- Explain how the curriculum can be adjusted to meet local needs for the course workshop (a core set of elements must be included for the curriculum to be certified as a de Souza standardized program)
- Explain the steps and process required to successfully facilitate the PSCB workshop
- Identify solutions to common challenging questions encountered during workshop facilitation with PSCB participants, and articulate responses relevant to participants’ unique practice settings
- Summarize the process of maintaining your competency as a de Souza expert facilitator

## C. MODES OF LEARNING

The main mechanisms to facilitate learning in this course will entail eLearning and a workshop. The eLearning environment fosters a self-directed approach so you can progress through the modules and exercises at a convenient time, at home or work. The course timetable, in **Section H** of the course syllabus, outlines our expectations for participants.

- **eLearning:** Sections and modules were developed by the de Souza education team to reflect the latest information on facilitation, and the most current set-up of the PSCB course process. The content is up-to-date and interactive.
- **Readings:** These readings are required to enhance the content related to adult teaching-learning principles, and facilitation skills.

- **Workshop:** A half day workshop will be held via webcast (zoom) on a decided date between the facilitator(s) and participants. The following topics will be addressed: facilitator process, tools and resources, and common challenges encountered with solutions identified.
- **Facilitator Agreement:** Review and sign the de Souza Institute policy guiding your role as a facilitator of the standardized course. This is required to receive access to the Facilitator Forum.
- **PSCB Workshop:** To ensure that you understand the workshop process and your role as a de Souza expert facilitator, you need to attend and facilitate two PSCB workshops (CBLL – Part 2) within 18 months of completing CBFT – Part 1. You are only required to co-facilitate one workshop with another de Souza facilitator, however you can opt to do this for both.

## D. MODES OF EVALUATION

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

- **Post Evaluation Survey:** At the end of the course, you will be required to complete a post course evaluation survey, which can be accessed at the end of the eLearning course.

When you have met all the requirements for the CBFT course, you will receive a downloadable certificate of completion via your “My Account”.

de Souza Institute must be notified when you have completed your facilitation requirement of two workshops, in order to receive your certificate of completion for CBLL and 1.0 credit towards de Souza designation in the domain of Developing Professional Practice and Leadership.

Please note: The certificates of completion via your “My Account” will be available within two weeks after the closing of the online course (CBFT) and after de Souza Institute has received notification/verified that you have completed the facilitation of two workshops.

## E. CHEMOTHERAPY AND BIOTHERAPY FACILITATOR FORUM

The Chemotherapy and Biotherapy Facilitator Forum (CBFF) is a community of practice forum for all de Souza Institute expert facilitators. It is set up as a course in eLearning and includes all of the information, tools, and handouts required to facilitate the PSCB workshop. You will also find discussion forums where you can share additional resources with your co-facilitators across Ontario and Canada, enabling each of us to enhance and build program quality.

de Souza Institute also utilizes the forum to post key announcements, reminders and any updated information that may affect your facilitation of the PSCB workshop. You will be provided access to CBFF upon successful completion of CBFT.

## F. COMPETENCIES

A number of competencies will be evident within this course and encompasses both the Canadian Association of Nurses in Oncology (CANO) and the College of Nurses of Ontario (CNO) Standards and Competencies.

### College of Nurses of Ontario – Professional Standards

Please visit the CNO [website](#).

- Accountability
- Continuing competence
- Knowledge
- Knowledge application
- Leadership
- Relationship
- Professional relationships

### Canadian Association of Nurses in Oncology – Standards and Competencies

Please visit the CANO/ACIO [website](#).

## G. EXPECTATIONS FOR PARTICIPANTS

To be successful in completing Part 1 (CBFT) of this course, you are encouraged to set aside 1 to 2 hours each week to complete each section as learning is primarily self-directed. The total learning hours for this course is 6.5 hours.

To be successful in completing Part 2 (CBLL) of this course, you will need to attend and facilitate the PSCB workshop twice, within 18 months of completing CBFT. Your first workshop as a facilitator must be done with another de Souza expert facilitator, before you can independently facilitate the second workshop. Though you may also opt to co-facilitate both workshops with another de Souza expert facilitator. The total number of hours for both workshops is 15 hours, and must involve a minimum of 3-4 colleagues per session. You will need to review facilitator material prior to facilitation to ensure meeting de Souza Institute standards. The total learning hours for part two of the program is 24 hours.

**Maintaining Competency as a Facilitator:** Facilitators are responsible to maintain their competency *independently*, after completing Parts 1 and 2 of the course by:

- Facilitating the PSCB workshop twice, every 18 months
- Completing the Chemotherapy Competency Maintenance Course (CCMC), every 12 to 24 months
- Participating in the annual facilitator maintenance meeting – An informal, half to full day, symposium held every 12 to 16 months (via webcasting/zoom)
- Completing yearly tracking/confirming completion of mandatory activities

## H. SUGGESTED COURSE TIMELINE

The following timeline is recommended to be followed in sequential order as outlined below.

	<b>Suggested Weekly eLearning Activities</b>
Week 1	<ul style="list-style-type: none"> <li>✓ eLearning Center Orientation (<i>recommended but not required</i>)</li> <li>✓ Section 1 – Welcome to the Course</li> <li>✓ Policy – Mandatory Quiz &amp; Confirm Access to the facilitator forum (CBFF)</li> <li>✓ Section 2 – Pre-requisite Readings</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>✓ Section 3 – Key Elements for Facilitators using eLearning</li> <li>✓ Section 4 – Facilitator Processes</li> <li>✓ Section 5 – Chemotherapy and Biotherapy Facilitator Forum (CBFF)</li> <li>✓ Attend webcasting (zoom) workshop – <i>date and time to be determined between the facilitator(s) and participants</i></li> <li>✓ Facilitator Role Review Quiz</li> <li>✓ Final Evaluation of the Course</li> <li>✓ Completion of CBFT – <b>by end of Week 2</b></li> </ul>
<b>Next steps to complete CBLL and maintain competency:</b>	
Facilitate 2 PSCB workshops	<ul style="list-style-type: none"> <li>✓ Within 18 months of completing CBFT, attend and facilitate <u>two</u> PSCB workshops (CBLL)</li> <li>✓ The first workshop you facilitate must be done with another de Souza expert facilitator before you can lead the workshop independently</li> <li>✓ You may choose to facilitate <u>both</u> workshops with another de Souza expert facilitator; notify the de Souza Institute (course facilitator) once completed</li> <li>✓ Maintenance: Facilitate at least two PSCB workshops, every 18 months</li> </ul>
Annual Meeting	<ul style="list-style-type: none"> <li>✓ Attend the annual facilitator maintenance meeting (via webcasting/zoom), which is held every 12 to 16 months</li> </ul>
Every 12-24 months	<ul style="list-style-type: none"> <li>✓ Complete the Chemotherapy Competency Maintenance Course (CCMC)</li> </ul>

## I. FACILITATOR AVAILABILITY

The course facilitator(s) will be responsible for answering your questions related to course content and answering your questions throughout the course. You can expect the facilitator(s) to respond to your questions within 24-48 hours during the week and 48 hours on the weekend.

Technical support is available by contacting [support@desouzainstitute.com](mailto:support@desouzainstitute.com)

## J. FACILITATORS' BIOGRAPHY

### **Komal Patel Saini, RN(EC), MN, CON(C), CHPCN(C), GNC(C)**

Komal began her nursing career at William Osler Health System in Brampton, Ontario in 2006 on an in-patient oncology unit where she has had the opportunity to provide direct patient care, precept nursing students, mentor nurses, and educate healthcare professionals throughout the organization. Komal values lifelong learning and has demonstrated this in many professional activities nationally and internationally. Komal has completed an RAO clinical fellowship that focused on Oncology and Palliative Pain and Symptom Management. She holds a Masters in Nursing with a teaching focus from Athabasca University, and Primary Health Care Nurse Practitioner Diploma from Athabasca University. She obtained her Oncology CNA certification in 2010, Hospice Palliative Care CNA certification in 2012 Gerontology CNA certification in 2019. Komal is also one of the first de Souza APNs in Ontario.

### **Donalda Macdonald, RN, CON(C)**

Donalda has been an oncology nurse for 40 years, 35 years working in clinical oncology at Mount Sinai Hospital in Toronto, where she worked with both inpatients and outpatients, with both solid tumours and hematological malignancies, and has spent the last 10 years as an educator at de Souza. Her lifelong education focus has been on the novice oncology nurse, whether that nurse is a new grad or someone transferring into oncology from another clinical area. Donalda has held certification in oncology from both the Oncology Nursing Society and the CNA since 1998. She has served on the board of directors for the Canadian Association of Nurses in Oncology for seven years, five of which she was treasurer. Donalda has done item writing and reviewers for the CNA oncology certification exam. She continues to be a mentor for those studying for the exam. In 2008, Donalda was nominated by her oncology peers and was one of the 100 nurses from across Canada to receive the CNA Centennial Award honouring



her work in education of novice oncology nurses. In 2014, she was gain honoured by receiving the Lifetime Achievement Aware from CANO.

## K. SOCIAL FORUM

This forum is provided for you 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 this forum. This forum is open to all participants, including the facilitator.

## 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 eLearning Centre Orientation is designed to introduce you to online learning and to 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 that you will be able to successfully navigate de Souza's eLearning environment.

### de Souza Institute 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 technical difficulties, please contact [support@desouzainstitute.com](mailto: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 with your organization if you have specific questions related to local protocols and policies.