

# Clinical Fellowships 2009 Guidelines

## TABLE OF CONTENTS

<b><u>TABLE OF CONTENTS</u></b>	<b>1</b>
<b><u>SECTION ONE: CANCER INSTITUTE NSW CLINICAL FELLOWSHIP PROGRAM</u></b>	
<b><u>2009 OVERVIEW - GUIDING PRINCIPLES &amp; PRIORITIES</u></b>	<b>2</b>
<b><u>SECTION TWO: INTRODUCTION TO THE CANCER INSTITUTE NSW CLINICAL</u></b>	
<b><u>FELLOWSHIP PROGRAM 2009</u></b>	<b>3</b>
<b><u>SECTION THREE: CLINICAL FELLOWSHIP APPLICATION</u></b>	<b>4</b>

# Section One: Cancer Institute NSW Clinical Fellowship Program 2009 Overview - Guiding Principles & Priorities

## Introduction

---

The Cancer Institute NSW is Australia's first state-wide, government supported cancer control agency. We are saving lives by promoting the best cancer research, prevention, early-detection, treatment and education initiatives. We are driving innovation by working in partnership with other leaders in our field to deliver the best cancer results for the people of New South Wales.

## State Cancer Priorities

---

The Cancer Institute NSW has the statutory responsibility to substantially improve cancer control in NSW under its Act. The specific objectives of the Cancer Institute NSW are to:

1. increase cancer survival;
2. reduce cancer incidence;
3. improve the quality of life of cancer patients and their carers; and
4. provide expert advice to patients, the public, health care professionals and the Government.

## Guiding Principles

---

The Cancer Institute NSW Clinical Fellowship Program is strategically designed to provide a year where newly qualified oncology specialists can enhance their clinical practice and expertise through further training and research to contribute to improving cancer patient outcomes and care in NSW under the mentorship of a senior cancer clinician.

This program aims to build upon and further support improvement in cancer care, research and best practice. The year will further develop in-depth expertise of newly qualified oncology specialists under the supervision of an expert in the field.

The principles underpinning the Cancer Institute NSW Clinical Fellowship Program are:

- ✓ the development, recruitment and retention of high quality cancer specialists, nurses and allied health professionals working with cancer patients in NSW;
- ✓ the support of enhanced cancer clinical practice, skills, knowledge and expertise, and
- ✓ the further development of cancer research in NSW connected to clinical practice.

## Section Two: Introduction to the Cancer Institute NSW Clinical Fellowship Program 2008

### About the Program

---

Cancer specialists play a key role in providing optimal treatment and support leading to the best possible outcomes for patients. The future development of highly qualified cancer health professionals is considered crucial to maintaining and expanding a skilled and knowledgeable workforce in NSW.

The purpose of this program is to provide an opportunity for Senior Cancer Clinicians and administering institutions, which identify a key area of need in an oncology related discipline to recruit a newly qualified oncology specialist, to further support the delivery of cancer services and the development of clinical practice in NSW. The program aims to give greater depth of expertise in the selected speciality and to enable each Fellow to complete a research project in a 12-month period. Applicants who are eligible to apply include newly qualified oncology specialists in surgical disciplines relevant to oncology, haematology, radiation oncology, medical oncology, palliative care, cancer genetics, radiology, anatomical pathology and psychiatry.

The Clinical Fellowship Program will be offered in institutions within NSW hospitals providing cancer treatment. The Clinical Fellowship must be undertaken at the nominated administering institution. Clinical Fellowships will commence in January or February 2008 and conclude 12-months following the commencement date. Up to seven fellowships are available across NSW. This is a full-time new position for one year and will be funded at the award rate for a Postgraduate Fellow.

### Objectives

---

The objectives of the Cancer Institute NSW Clinical Fellowships are to:

- ✓ provide an opportunity for recipients to further develop their clinical practice and research skills that is linked to current clinical practice;
- ✓ encourage the development of long-term careers in their specialty or discipline in NSW;
- ✓ facilitate the translation of new procedures, techniques and treatments, or new research outcomes into clinical settings;
- ✓ facilitate evidence-based clinical practice and the use of multi-disciplinary care;
- ✓ support the development, recruitment and retention of the cancer workforce in NSW; and
- ✓ facilitate the further development of world's best practice cancer treatment and clinical management in NSW.

## Section Three: Clinical Fellowship Application

### About the Application

---

Joint applications are sought from Senior Cancer Clinicians and administering institutions for the Cancer Institute NSW Clinical Fellowship Program 2008. Applications must reflect the objectives of the Cancer Institute NSW Clinical Fellowship Program. Funding will be provided to successful institutions once a Fellow is successfully identified and has commenced his/her Fellowship in January or February 2008. Linkages between Cancer Institute NSW Academic Chairs and successful Fellows will be made, where relevant to a discipline.

Up to seven Cancer Institute NSW Clinical Fellowships are available for newly qualified oncology specialists. Each fellowship is valued at the award rate of a Postgraduate Fellow including establishment fees and on costs. As at July 1 2007, this is valued at \$142,156.

### Eligibility and Selection Criteria

---

The Senior Cancer Clinician (supervisor/s) and administering institution must jointly apply. At the time of application, a suitable Clinical Fellow may be identified or the lead supervisor and institution may opt to recruit a suitable fellow at the end of the application process, if successful in the case of the newly qualified specialist.

The Senior Cancer Clinician must agree to act as a supervisor(s) to the successful Fellow. The Supervisor(s) must:

1. name the lead supervisor and any additional support supervisors;
2. provide evidence of past mentorship of successful advanced registrars, trainees, junior consultants, cancer nurses or allied health workers within the last five years;
3. provide a current CV with an overview of their standing within their profession including academic qualifications and level, research or publication record in high quality journals, awards and recent clinical appointments and affiliations;
4. agree to devote sufficient time to mentor the Fellow in their training and directly supervise or provide an additional supervisor for their research project;
5. provide a rationale why this position is necessary for cancer treatment and support and why the unit or hospital is well positioned to address the need and train a Fellow; and
6. outline the proposed clinical training and research program for the Clinical Fellow to undertake that is of high quality, contains depth and is sustainable over a 12-month period. The outline should include a statement of where the project fits with the overall provision of cancer services for NSW and within their current clinical practice; and

The group, unit, department or hospital offering clinical practice for the Clinical Fellow must document its ability to successfully train cancer health professionals in this discipline over the last five years. A rationale as to why this is considered an area of need must also be provided.

The administering institution must agree in writing to:

1. provide clinical practice appointment for the Fellow once recruited;
2. support the proposed research project;
3. provide basic professional workspace and access to IT for the Fellow;
4. administer the Fellowship; and
5. support the application, supervisor and Fellow.

Where at the time of application, the supervisor(s) and institution identify a prospective Fellow, the prospective Fellow must:

1. provide a CV and demonstrate substantial ability and excellence commensurate with their stage of career as a potential leader in their field. This must be fully supported by the supervisor and two independent written referee reports;
2. have highly developed clinical skills, proven empathy and understanding of the patient's perspective and ability to communicate key information to the patient and their carers;
3. show a strong commitment to the development of multi-disciplinary approaches to cancer care and be able to work as part of a team;
4. articulate the learning program linked to the research project that will be achieved;
5. demonstrate an ability to undertake a research project while a Fellow and demonstrate how this project links with their current clinical practice. The research project outline of one page must accompany the application;
6. have demonstrated an ability to teach other cancer health professionals or less experienced staff in the related discipline;
7. have a clear career development pathway in oncology in the ACT or NSW following the Fellowship;
8. have a clear understanding of their discipline in cancer as a whole including major international trends in their discipline and be aware of recent major developments or improvements in cancer impacting on their discipline;
9. provide evidence that they are an Australian citizen, an affiliated member with an appropriate College, have completed their training, have registration in NSW to allow clinical practice and be available to start in January or February 2008.

The successful supervisor and institution may opt to recruit a suitable fellow at the end of the application process. A Cancer Institute NSW staff representative must be a member of the recruitment interview panel. The Supervisor must provide the following documentation to the Cancer Institute NSW before the recruited Fellow is endorsed to commence the fellowship.

1. A curriculum vitae that demonstrates substantial ability and excellence commensurate with their stage of career as a potential leader in their field;
2. Two written clinical referee reports that confirm the applicant's highly developed clinical skills, proven empathy and understanding of the patient's perspective and ability to communicate key information to the patient and their carers. Each referee should rank the applicant's ability in relation to their peers;
3. Confirmation of an ability to undertake the nominated research project identified by the Supervisor and administering institution while a Fellow and how this will impact on the identified area of need;
4. A list of all publications to date published in reputable journals;
5. Agree to teach other cancer health professionals or less experienced staff in the related discipline;
6. Map a clear career development pathway in oncology following the Fellowship in the ACT or NSW; and
7. Confirm they are an Australian citizen, affiliated with an appropriate College (if relevant), registered in NSW to allow clinical practice and available to start in January or February 2008.

## **Unexpected Leave Entitlements whilst a Clinical Fellow**

In extenuating circumstances, where a Fellow is unexpectedly required to take personal leave (including but not limited to maternity leave, extended sick leave or military leave), approval to extend or suspend the fellowship must be sought. The Cancer Institute NSW is to be notified in writing within 21 days of the Fellow becoming aware that such leave is required. Letters of support for the leave must be provided by the Supervisor, Executive Director of the administering institution and Director of Area Cancer Services. Applications are to include a statement as to why the leave is required during the fellowship and evidence that the leave must be taken. Each application will be considered on an individual basis by the Director Cancer Services and Education and Chief Cancer Officer of the Cancer Institute NSW. A response to the request will be issued within 21 days of receipt.

Following this review, the Cancer Institute NSW will discuss with the Supervisor and relevant others whether a suggested recommencement date that would enable the Fellow to conclude the program within 6 months following the initial nominated finish date of the program be

selected; or alternatively, the Fellowship continue as previously approved and an alternative Fellow be recruited to conclude the program within the approved time period. The recruitment of a new Fellow would require final approval from the Cancer Institute NSW. In instances where the application is unsuccessful, the Cancer Institute NSW may elect to withdraw the fellowship.

Should the leave be agreed to be the Cancer Institute NSW, it is the responsibility of the Administering Institution to pay the leave of the Fellow. The Cancer Institute NSW will only meet the costs of the Fellowship during the time that it is being conducted.

## **Reporting Requirements**

---

Fellows, Supervisors and administering institutions will be required to submit progress reports by **June 30** and **December 31 2008** that include:

- progress made in the agreed clinical and/or research program;
- how the funds were spent; and
- commentary of the value of the Clinical Fellowship Program.

Reports must be submitted to the Cancer Institute NSW, attention the Education and Training Manager by the due date.

## **Use of Funds**

---

The purpose of the fellowship funding is to provide to conduct the Fellowship within a 12-month period. The funds can only be used towards the salary package for the Fellow. It should be noted that support in kind and general infrastructure is the responsibility of the administering institution. The funds must be spent in NSW and for the primary purpose of the Clinical Fellowship Program. Each administering institution is responsible for providing basic infrastructure support to the Fellow.

Payment of funds to Area Health Services will be made quarterly following signing of the Block Contract Schedule by the Chief Executive. Private institutions must issue a quarterly tax invoice to generate payments. In this instance Goods and Services Tax (GST) is payable and therefore payments will be increased by 10%. The administering institution will be required to collaborate in the recovery of the GST component.

## **Developing a Proposal**

---

All proposals from Area Health Services are to have a signed covering letter from the Director of Area Cancer Services endorsing the application. Written support from the Area Health Service Chief Executive must also accompany the application.

The application is to be submitted with the following heading inclusions.

1. Name and contact details of the administering and/or tertiary institution and supervisor(s) submitting the proposal.
2. Name of the discipline or specialty to be supported by the position.
3. Name and contact details of the Fellow (if identified at time of application)
4. Project outline describing the research to be undertaken in the 12-month period by the Fellow.
5. CV of the supervisor(s) and supporting documentation addressing each of the selection criteria identified above.
6. CV of the prospective Fellow and supporting documentation addressing each of the selection criteria identified above (if identified at the time of application).
7. Administering institution responsibilities agreed to by the Executive Director.
8. Itemised Budget including baseline salaries, on-costs (in the case of a newly qualified oncology specialist) and any other expenses related to the salaries budget.

## **Selection Process**

---

Only proposals from Area Health Services that are endorsed by the Director of Area Cancer Services and Area Health Service Chief Executive will be considered for review. All applications must provide a rationale as to why the selected area of workforce is a priority for future development.

Upon receipt, applications will be reviewed for completeness and adherence to submission requirements. Successful institutions will be selected through a competitive process.

The Cancer Institute NSW Clinical Grants Review Committee, comprising of independent interstate key experts in their field, will meet to evaluate submitted applications. Each proposal will be reviewed and scored against the selection criteria, based on merit, the administering institution's ability to put forward a comprehensive plan for the fellowship and the identified area of need. All applications will be ranked in order of priority. Each Supervisor, Executive Director, Director of Area Cancer Services and Area Health Service Chief Executive will be notified in writing of the evaluation outcome.

## Application Process

---

The Supervisor(s) and administering institution is responsible for submitting the application.

***Proposals must be received at the Cancer Institute NSW by COB Friday June 29 2007.***

Date	Action
April 2007	Call for Cancer Institute NSW Clinical Fellowship Application posted
June 29 2007	Applications due to Cancer Institute NSW
July 2007	Applications reviewed by the Review Committee
August 2007	Senior Cancer Health Clinicians, institutions, DACS, AHS CEs notified of outcome
June 30 2008	Initial Clinical Fellowship report due
December 31 2008	Final Clinical Fellowship report due

## Submitting a Proposal

---

**Original documentation and ten copies of each proposal must also be included.**

Completed proposals should be marked CONFIDENTIAL and sent to:

*Postal address*

**The Cancer Institute NSW  
Education and Training Manager  
PO Box 41  
Alexandria NSW 1435**

*Courier or delivery address*

**The Cancer Institute NSW  
Education and Training Manager  
Biomedical Building, Level 1  
1 Central Avenue  
Eveleigh NSW 2015**

Applications must be received at the Cancer Institute NSW by **5 pm, Friday June 29 2007**.

Scanned signatures, faxed, emailed, incomplete or late submissions **will not be accepted**.

## Further Information

---

Further information and enquiries should be directed to the:

**Education and Training Manager  
Cancer Institute NSW  
Phone: (02) 8374 5600  
Email: [information@cancerinstitute.org.au](mailto:information@cancerinstitute.org.au)**