



Réseau de  
cancérologie  
Rossy

Rossy  
Cancer  
Network



## **CANCER CARE QUALITY AND INNOVATION PROGRAM**

RCN EDUCATION FUND

Skills Enhancement Grants  
2024 Edition

REFERENCE DOCUMENT



Centre universitaire  
de santé McGill



McGill University  
Health Centre



Hôpital général juif  
Jewish General Hospital



Centre hospitalier de St. Mary  
St. Mary's Hospital Center

## Summary

The Rossy Cancer Network's (RCN) Cancer Care Quality and Innovation (CQI) Education Fund – Skills Enhancement Program was established to strategically support health care professionals to achieve excellence in delivering evidence-based cancer care. The initiative builds on the exceptional pool of expertise across the partner institutions that make up the RCN: the McGill University Health Centre, the Jewish General Hospital, St. Mary's Hospital Center and McGill's Faculty of Medicine and Health Sciences. The goal of the Skills Enhancement program is to facilitate the rapid integration of complex skill sets required to improve cancer care delivery and patient experience within the cancer care teams in place.

Previously, Skills Enhancement grants were given exclusively to oncology nursing professionals, providing up to \$1,500 to applicants interested in taking a course relevant to cancer care quality improvement and patient satisfaction. In mid-2020 the Gerald Bronfman Department of Oncology took over the management of the CQI programs and conducted an in-depth assessment of the Skills Enhancement Program. The program was restructured to account for the multidisciplinary nature of cancer care delivery. Thus, we now have opened eligibility for Skills Enhancement grants to a variety of health professionals (see eligibility below) who are involved in the delivery of cancer care at one of the RCN partner hospitals.

## Scope

The purposes of this funding opportunity are:

- To accomplish the RCN's mandate of improving the quality of cancer care received by the population served by partner institutions.
- To facilitate the deployment and execution of the RCN strategic priorities and vision: [Mission & Vision | Rossy Cancer Network - McGill University](#).
- To assist RCN partner hospitals in ensuring leadership in establishing the highest standards in cancer care quality and clinical effectiveness and optimizing patient care trajectories (from diagnosis to survivorship and supportive care).
- To facilitate the career development of RCN partner hospitals' oncology workforce.

## Awards

Skills Enhancement grants provide successful applicants up to \$3,000 to enroll in short-term certification/re-certification courses, professional development courses or an internship, with the goal of enhancing current skills or acquiring new skills that have relevance to cancer care and are in line with the priorities of the RCN. Courses can be independent offerings or provided within the confines of a conference. In the case of the latter, however, registration for the conference itself will not be included in the funding.

## Eligibility

The Skills Enhancement Program will consider applications from a broad range of health care professionals who are involved in cancer care at any point throughout the disease trajectory. These include nurses, medical physicists, technologists, social workers, pharmacists, dietitians, therapists, etc. Applicants must be an employee of one of the partner hospitals of the RCN (McGill University Health Centre, Jewish General Hospital, St. Mary's Hospital Center).

### **Please note the following terms and conditions:**

- Only one application will be accepted per individual per year.
- There is no restriction with regards to the number of years of seniority/employment, part-time or full-time profile, in-patient or out-patient assignment, and profile of care.
- Applications requesting a reimbursement for the selected activity completed in the past will not be considered.
- The RCN will not award funds if overlapping or comparable support for the selected activity has been obtained (even in part) from another funding source.
- Depending on the requested activity, applicants need to make sure they satisfy requirements from the relevant professional association particularly for certification or recertification. The RCN is not responsible for these verifications.
- Applicants must also verify availability requirements in the case of courses with live webcasts or when in-person presence is required. The RCN is NOT responsible for making arrangements locally to ensure continuity of patient care. Furthermore, the RCN does NOT provide additional hourly compensation for attendance to live sessions once a grant is provided.
- Please note that the RCN does NOT provide technical support, laptop computers or access to the internet. It is the applicants' responsibility to make sure that they have access to appropriate IT resources prior to applying for the grant.

# Application Requirements

Applicants are required to complete an application form which includes a well thought out and clearly stated rationale for the request (maximum of 300 words) as well as a line-item budget with a brief explanation of the various expenses to be incurred. The budget must not exceed \$3,000 and all items must be properly justified as essential to the acquisition of new skills or earning a (re)certification.

The application form and details on the application process can be found on the RCN website at: [Skills Enhancement Grants - Application Portal | Rossy Cancer Network - McGill University](#)

Application forms **must be submitted through the RCN website** and can be submitted at any time as opportunities arise. Please notify [gayle.shinder@mcgill.ca](mailto:gayle.shinder@mcgill.ca) once you have submitted your application through the portal on the RCN website.

## ***IMPORTANT POINTS REGARDING THE APPLICATION PROCESS:***

The RCN will NOT accept applications that are:

- Filled out by hand
- Incomplete or inaccurate
- Emailed directly to the RCN representatives
- Contain documents different than the items described above

# Selection Process

The Chair's Office of the Gerald Bronfman Department of Oncology will review all applications to assess the strength of the rationale, appropriateness of the budget and the relevance of the request to RCN priorities. They may choose to solicit feedback from others as required.

Our goal is to fund the largest number of eligible applicants. The number of selected applicants and amount awarded will be determined by the available budget within the CQI program. In addition, selections will consider attaining a balance between the RCN partner hospitals.

The Chair of the Gerald Bronfman Department of Oncology and the Chair's Senior Advisor for Academic Programs will act as the only official representatives of the RCN CQI Education Fund – Skills Enhancement Program.

All successful applicants will receive written notification from the CQI Program representatives via email.

Successful applicants will be required to acknowledge their acceptance within one week by signing a letter of confirmation.

## Disbursement of Funds

- Applicants who have been awarded a Skills Enhancement grant will only receive the funds after they have attended the educational activity and have submitted all relevant documentation/receipts as follows:
  1. Written proof of attendance
  2. All receipts
  3. Certificate or equivalent for the educational activity just completed
- Reimbursement will only be made on the actual costs incurred based on the receipts, up to a maximum of \$3,000. Additional costs not itemized in the budget will not be covered.
- All required documentation for reimbursement must be received within 30 days of completion of the activity. If it is not received within 30 days, the reimbursement will be forfeited.
- Any online courses/certifications that can be taken at any time, must have been started within three months of receiving the Letter of Agreement and must be completed in a timely fashion to qualify for reimbursement.
- The RCN reserves the right not to complete the full payment if the recipient does not successfully complete the educational activity.
- Deferment is not possible except for exceptional circumstances. Each case will be reviewed individually, based on the recommendation of the recipient's manager. Please contact the Chair's Senior Advisor for Academic Programs (email below) as soon as possible if you are considering delaying an educational activity listed in your application/Letter of Agreement.

Documentation for reimbursement of costs should be sent to:

Gayle A. Shinder, PhD  
Chair's Senior Advisor for Academic Programs  
Gerald Bronfman Department of Oncology  
McGill University  
5100 de Maisonneuve Blvd. West, Suite 720  
Montreal, Quebec  
Canada H4A 3T2  
[gayle.shinder@mcgill.ca](mailto:gayle.shinder@mcgill.ca)

Please contact Gayle Shinder for any questions about the Skills Enhancement Program.