

NSW Registrar Program 2009
Guidelines



Closing Date: Friday 18 April 2008

The NSW Government agency dedicated to the control and cure of cancer through prevention, detection, innovation, research and information.



TABLE OF CONTENTS

SECTION ONE: CANCER INSTITUTE NSW REGISTRAR PROGRAM 2009 OVERVIEW - GUIDING PRINCIPLES & PRIORITIES	2
SECTION TWO: INTRODUCTION TO THE CANCER INSTITUTE NSW REGISTRAR PROGRAM 2009	4
SECTION THREE: REGISTRAR APPLICATION	6

Section One: Cancer Institute NSW Cancer Registrar Program 2009 Overview - Guiding Principles & Priorities

Introduction

The Cancer Institute NSW is Australia's first state-wide, government supported cancer control agency. 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.

Cancer specialists play a key role in providing cancer patients with optimal treatment leading to the best possible outcomes. The future development of highly qualified cancer specialists is considered crucial to maintaining and expanding a skilled and knowledgeable workforce for cancer patients in NSW. The Cancer Institute NSW wishes to continue to foster oncology related specialty training that can be adequately supported by supervisors and administering institutions in disciplines relevant to oncology including: radiation oncology, medical oncology, cancer surgery, haematology, palliative care and pathology.

Currently there are limited opportunities for training in the rural sector and the establishment of metropolitan-rural partnerships for advanced trainees. There are also limited opportunities to pilot new models of registrar training for a significant timeframe which can be subsequently evaluated for their efficacy and benefits. Evaluation of such pilot programs may demonstrate service and workforce need, the requirement for ongoing funding and enable the transfer of the pilot model to other sites.

Guiding Principles

The Cancer Institute NSW Registrar Program is strategically designed to provide a year of training in specialties and/or rural areas that currently require workforce enhancement. The program will offer the opportunity of a rural rotation as part of the development of metropolitan rural training partnerships. This program also aims to build upon and further support clinical workforce development and training opportunities with particular reference to rural services.

The principles underpinning the Cancer Institute NSW Registrar Program 2009 are:

- enhancement of clinical workforce training;
- development of rural and metropolitan partnerships in training of oncology specialists;
- enhancement of rural cancer services; and
- increased access for rural cancer patients to cancer specialists.

Section Two

Introduction to the Cancer Institute NSW Registrar Program 2009

About the Program

The one year Cancer Institute NSW Registrar Program will provide an opportunity for **advanced trainees** in an oncology related discipline to undertake training with a particular emphasis on participating in oncology related disciplines as part of a rural/metropolitan partnership in AHSs in NSW. The program will be available for advanced trainees. At the time of application, a suitable registrar may be identified or the supervisor and administering institution if successful may opt to recruit for a suitable registrar at the end of the application process.

The program aims to give greater depth of clinical and educational expertise and experience in the selected speciality, and in high growth and rural areas, to increase the understanding of cancer service delivery in the rural sectors. The potential exposure of registrars to a rural placement or rotation as part of their post-graduate speciality training will provide the opportunity to enhance the clinical workforce in the rural sector in the short term, while exposing the registrar to the rural sector and the potential benefits of employment in rural areas in the future.

Applications are invited for Registrars to commence in January 2009 and conclude in January 2010. Funding is available for the following oncology related disciplines:

- radiation oncology;
- haematology;
- medical oncology;
- pathology
- palliative care; and
- surgery for cancer

The Registrar Program must be undertaken at the nominated administering institution(s). The Program will be offered in institutions within the NSW public sector cancer centres, including outreach into NSW from the ACT and/or NSW hospitals providing cancer treatment.

Objectives

The objectives of the Cancer Institute NSW Registrar Program are to:

- enhance the medical workforce and cancer service delivery in areas of demonstrated need for the duration of the placement;
- develop models and pilot programs of metropolitan-rural partnerships for advanced trainees;

- enhance access for rural patients to oncology services;
- expose trainees to rural services and the potential benefits of rural practice to assist future rural recruitment; and
- inform the Cancer Institute NSW, NSW Department of Health, Area Health Services and professional Colleges of the outcomes of metropolitan-rural partnerships.

Section Three: Application for Registrar Program 2009

About the Application

Joint applications are sought from administering institutions and senior cancer clinicians for the Cancer Institute NSW Registrar Program to be offered in 2009. Up to five Cancer Institute NSW funded Registrar positions are available.

Each Registrar position will be funded at the level of a Senior Registrar including establishment fees and on costs (up to \$118,260 plus GST). Applications must reflect the objectives of the Cancer Institute NSW Registrar Program. Funding will be provided to successful institutions once a Registrar is recruited and has commenced his/her appointment in January 2009. The funding will be on a competitive basis where NSW Area Health Service and ACT institutions providing outreach services into NSW, can identify strategically placed registrar positions with the opportunity to work in identified areas of cancer service need including rural sites.

Eligibility and Selection Criteria

The senior cancer clinician (supervisor) and administering institution must jointly apply to the Cancer Institute NSW Registrar Program 2009. At the time of application, a suitable Registrar may be identified or the supervisor and institution may opt to recruit for a suitable Registrar at the end of the application process, if successful. **The Registrar will need to commence their position by January 2009.**

The senior cancer clinician(s) must agree to act as a supervisor(s) to the successful Registrar. The Supervisor must:

1. show evidence of past mentorship of successful advanced registrars and trainees within the last five years;
2. provide a current CV with an overview of their standing within their profession including academic qualifications and level, research or publication record, and recent clinical appointments and affiliations;
3. demonstrate a commitment in time to supervise the registrar in their training;
4. demonstrate evidence of training and professional development activities such as clinical meetings that support the education and training of registrars;
5. provide a rationale how this position addresses a workforce need e.g. palliative care and why the hospital or Area Health Service is well positioned to address the need and train a Registrar including an outline of the caseload of common cancers in inpatient and outpatient facilities;

6. outline the proposed clinical training and supervision for the Registrar to undertake that is of high quality, contains depth and is sustainable over a 12-month period, including frequency and method of supervision;
7. provide a proposal for the metropolitan-rural partnership where applicable which may include a rural rotation or the development of a training network;
8. discuss and provide written support of the proposal from the rural Area Health Service where applicable;
9. provide written evidence from the relevant College that the proposed position is accredited; and
10. agree to provide the CV of the successful Registrar when identified or recruited by the administering institution to the Cancer Institute NSW.

The group, unit, department or hospital offering clinical practice for the Registrar and supervisor must document its ability to successfully train specialists and registrars in this discipline over the last five years where this occurred. For those rural sites who have not trained specialists and registrars in training positions, written evidence from the relevant College that the proposed position is accredited will suffice.

The administering institution must:

1. be accredited for advanced training for the relevant cancer speciality and confirm the advanced trainee position is accredited from the relevant College;
2. provide support in kind to successfully host the registrar, including access to clinical practice, research resources, supportive technology and ongoing educational programs;
3. ensure successful recruitment to the position for commencement in January 2009;
4. demonstrate a capacity to work collaboratively with other facilities within and/or across Area Health Services, and preferably in rural areas, to support a rural rotation and experience during the 12 month appointment;
5. endorse the proposal and where applicable, provide evidence of endorsement of the proposal from participating site(s) for the metropolitan-rural partnership;
6. demonstrate that the Cancer Institute NSW funded registrar position does not replace any existing registrar positions funded by the Area Health Service;
7. support the application, supervisor and Registrar;
8. administer the Registrar Program grant.

Where at the time of application, the supervisor and institution identify a prospective Registrar, the prospective Registrar must:

1. provide a Curriculum Vitae and demonstrate ability and excellence commensurate with their stage of career supported by the supervisor and three independent referee reports;

2. be eligible for advanced training as prescribed by the relevant college and in the case of a rural/metropolitan partnership, be available for a rural rotation;
3. have a clear understanding of their discipline in cancer as a whole and demonstrate an interest in pursuing a career in a cancer specific speciality;
4. provide a clear career development pathway in oncology;
5. be an Australian citizen or permanent resident and possess medical registration in NSW to allow clinical practice, and
6. have been accepted for Advanced Training and be available to start in January 2009.

Where a successful supervisor and institution opt to recruit for a suitable Registrar at the end of the application process, a representative from **the Cancer Institute must be included on the recruitment panel**. Following recruitment, the supervisor must provide the following documentation to the Cancer Institute NSW:

1. a curriculum vitae that demonstrates the Registrar's substantial ability and excellence commensurate with their stage of career as a potential leader in their field;
2. three (3) written clinical referee reports that confirm the applicant's well developed clinical skills, proven empathy and understanding of the patient's journey;
3. map a clear career development pathway in oncology in NSW following the Registrar program;
4. provide evidence that they are a resident of NSW,
5. be an Australian citizen and possess medical registration in NSW to allow clinical practice; and
6. be available to start in January 2009.

Variations in starting dates will only be considered if they can be justified.

Developing a Proposal

All proposals must 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 institution and senior cancer clinician(s) submitting the proposal.
2. Name and contact details of the Registrar (if identified at time of application) and discipline or specialty to be supported by the position.
3. Name and contact details of the participating institution(s).

4. Curriculum Vitae of the supervisor(s) and **supporting documentation addressing each of the selection criteria** identified above.
5. Curriculum Vitae of the prospective Registrar and supporting documentation addressing each of the selection criteria identified above, at the time of application if named or when recruited.
6. Administering institution requirements signed by the Executive Director or General Manager.
7. Itemised Budget **to a maximum of \$118,260 (plus GST)**. This should detail baseline salaries, specific on-costs and any other expenses related to the salaries budget. A further \$5 000 may be made available for proposals that include the provision of outreach services and involve significant travel.

Use of Funds

The purpose of the Registrar funding is to provide an FTE salary to a value of up to a maximum of \$118,260 (including establishment fees, on-costs plus GST) for the Registrar for the 12-month period being January to December 2009 or part thereof. The funds can only be used towards the package for the Registrar. It should be noted that support in kind and general infrastructure is the responsibility of the administering institution. Funds must be spent for the primary purpose of the Cancer Institute NSW Registrar Program within NSW, but could also cover outreach services into NSW from the ACT. For Cancer Institute NSW Registrars within Area Health Services, payment of funds will be included in the quarterly RCTI payments from the Cancer Institute NSW.

The Cancer Institute NSW is to be notified of any changes to the original proposal e.g. change of supervision model when they occur, both before and following allocation of funds.

Reporting Requirements

Registrars, Supervisors and administering institutions will be required to submit a progress report by **30 June 2009** and a final report by **31 December 2009** that include:

- progress in the registrar program;
- how the funds were spent; and
- commentary of the value of the Cancer Institute NSW Registrar Program.

Reports must be submitted to the Cancer Institute NSW, attention the Project Officer, Cancer Professionals and Patient Support, using the provided proformas.

Application Process

Each Supervisor and administering institution is responsible for submitting the application.

Proposals must be received at the Cancer Institute NSW by 5.00 pm Friday 18 April 2008.

Date	Action
12 March 2008	Call for Cancer Institute NSW Registrar Application 2009 posted
18 April 2008	Applications due to the Cancer Institute NSW
19 May 2008	Applicants notified of outcome
January 2009	Registrar Commences in position
30 June 2009	Progress report due
31 December 2009	Final report due

Selection Process

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 key experts in their field, will meet to review submitted applications. Each proposal will be reviewed and scored against the selection criteria, based on merit and the administering institution's ability to put forward a comprehensive plan for the registrar program. All applications will be ranked in order of priority. The Cancer Institute NSW Clinical Grants Review Committee may call for additional information in order to reach a final outcome. Each Senior Cancer Clinician, Executive Director and Director of Area Cancer Services will be notified in writing of the review outcome.

Submitting a Proposal

Completed proposals should be marked CONFIDENTIAL.

Please post to:

Nik Todorovski
Project Officer, Cancer Professionals and Patient Support
The Cancer Institute NSW
PO Box 41
Alexandria NSW 1435

or deliver to:

Nik Todorovski
Project Officer, Cancer Professionals and Patient Support
The Cancer Institute NSW
Biomedical Building, Level 1
Australian Technology Park
1 Central Avenue
Eveleigh NSW 1435

Original documentation including a signed covering letter from the Director of Area Cancer Services endorsing the application and support from the Area Health Service Chief Executive are to be provided. The letter of support from the Chief Executive can be provided following the closing date but must be submitted by 2 May 2008.

Ten hard copies of all proposals must be provided. An electronic copy of the proposal and supporting material must also be submitted by email to Nik Todorovski, Project Officer, Cancer Professionals and Patient Support at Nik.Todorovski@cancerinstitute.org.au

Applications must be received at the Cancer Institute NSW by **5.00 pm, Friday 18 April 2008**. Faxed, incomplete* or late submissions will **not** be accepted.

* Submissions where a letter of support from the CE will be provided by 2 May 2008 will be accepted.

Further Information

Further information and enquiries should be directed to the:

Nik Todorovski
Project Officer, Cancer Professionals and Patient Support
Cancer Institute NSW
Phone: (02) 8374 3524
Email: Nik.Todorovski@cancerinstitute.org.au

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