

HEALTH PROFESSIONAL (HP) FUNDING SUPPORT PROGRAMME



Background:

Each year Child Cancer Foundation sets aside funds to support Health Professionals (HP) participation in professional development opportunities related to paediatric oncology. The available funds are divided between the two Paediatric Oncology treatment centres in Christchurch and Auckland.

The amount allocated to each centre is based on the number of new cancer diagnoses per year (this figure is validated by NZCCR data). Once the budget is allocated it is the centre's responsibility to manage the funds for their region, which includes all shared care centres in the area.

The budget allocation for each of the two centres takes into account the needs of the Health Professionals at the Level 5/6 and Level 4 centres.

The amounts are allocated as per the following categories. This team is charged with the responsibility of transparent and fair allocation of funds, taking into consideration conferences and educational requirements for the region.

- HP – Medical
- HP - Medical - COG
- HP - Medical - other conferences
- HP - Medical - Assoc/membership Fees
- HP - Medical - Other
- HP - Nursing
- HP - Nurse - COG
- HP - Nurse – Other conferences
- HP - Nurse – Outreach Study Days
- HP - Nurse - POSG Update
- HP - Nurse - Other
- HP - Adolescent Nurse
- HP - General Expenses
- HP - Palliative Care
- HP - Allied Health
- HP - Research Grants
- HP - Research Late Effects
- HP - CRA - Admin
- HP - Subs/Lic/Books
- HP - Consultancy/Salaries
- HP - Administration Support

Eligibility:

Any health professional in NZ, delivering care to children with cancer and employed by services associated with care along the cancer journey (from diagnosis/treatment/follow-up/late effects/relapse, palliative care and bereavement), is eligible to apply to Child Cancer Foundation for HP funding.

Training and conferences applied for must be directly related to the field of clinical practice in the care of children with cancer. The health professionals responsible for allocating their respective budget should have a good working knowledge of the suitability of conferences and courses and the benefits of attending.

Usual Child Cancer Foundation rules and regulations are applied to all applicants such as; costs covered are those normally reimbursed as per Child Cancer Foundation expenses policy, any alcohol consumed is not reimbursed, airfares reimbursed are economy only and applicants are encouraged to book well in advance to capitalise on cheaper airfares and enrol for early bird registration.

Guidelines to consider when allocating funds.

Allocation of funding is dependent on:

- The funds available at the date of application
- The amount of time the applicant spends in clinical practice related to the care of children with cancer
- The conference attended and the applicant's role at the conference: for example - if attending a Children's Oncology Group (COG) conference a clinician may be a Principle investigator (PI) or the lead NZ clinician for a particular study
- Whether the applicant is presenting a paper or chairing a session
- Whether the applicant has received funding from Child Cancer Foundation the financial year in question

Process for applying:

Application forms are obtained from the centre, Child Cancer Foundation National Support Office or downloaded from website:

www.childcancer.org.nz/who-we-are/health-professionals/

Application forms should be completed with all relevant information, this may include supporting information such as a conference programme outline. The completed application form is then forwarded to Dr Jane Skeen on behalf of Auckland or Dr Amanda Lyver on behalf of Christchurch. It is expected that all application forms have attached relevant invoices, receipts and credit card statements. If the application meets all criteria and a grant is awarded it will be approved and signed by 2 of the 3 signatories. Confirmation of the grant will be sent by Child Cancer Foundation.

If, in exceptional circumstances, Child Cancer Foundation has agreed to pay fees directly on the applicant's behalf the completed application form must still be approved by the health professionals as above, then the application and invoice may be forwarded to Child Cancer Foundation National Support Office for payment.

Once application forms are complete, signed and approved please forward to Child Cancer Foundation National Support Office for the attention of the CEO for final approval and payment.

Child Cancer Foundation is responsible for ensuring that each payment is attached to an approved budget category. This information is then reported along with other expenditure to the board.

Application Signatories:

Auckland: Dr Lochie Teague, Dr Jane Skeen, Amber Conley - Nurse Unit Manager Starship

Christchurch: Dr Tristan Pettit, Dr Amanda Lyver, Chrissy Bond - Charge Nurse CHOC

