

Our ref: Chemotherapy Nurses Training Grant 2023/24

To: South East Cancer Alliance Workforce Leads  
Copied to: Managing Directors, Lead Nurse

[Kent & Medway, Thames Valley,  
Surrey & Sussex, and Wessex]

*Via email*

**Cancer & Diagnostics  
Programme  
NHSE South East**

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16<sup>th</sup> June 2023

Dear Colleagues

### **NHSE funding to support the development of Chemotherapy Nurses – 2023/24**

We are pleased to confirm that NHSE is continuing to support the development of Chemotherapy Nurses this year through the provision of several training grants. The grants are aimed at existing and aspiring Chemotherapy Nurses to enable them to undertake training and education to develop in this role and support the cancer workforce.

The total amount of funding being made available to South East Cancer Alliances (CA) is £30,000. The funding is allocated on a 'per-Cancer Alliance' basis, equating to £7,500 each. Please note, for Wessex CA this does include Dorset ICS Trusts, for Thames Valley (CA), this does include Great Western Hospital NHS Foundation Trust, and for Surrey and Sussex (CA), this does include Frimley Health NHS Trust.

Funding is required to be used within this financial year, so by 31<sup>st</sup> March 2024, and courses must start before the 31<sup>st</sup> March 2024.

To maximize the impact of this funding, Cancer Alliances have flexibility with how this is utilised against the following options;

- Option 1: **Fund an individual training grant**; whereby an individual meeting the criteria applies to undertake learning and development courses; and/or
- Option 2: **Fund training for a group of professionals**; whereby the Alliance purchases or develops bespoke training for a group of professionals to meet an identified need/priority, or
- Option 3: a combination of Options 1 and 2

As part of this, the funding can be used to pay for:

- course fees (postgraduate or development programmes)
- travel, subsistence, and associated training costs

- training grant to support the individual's development which could for example include provision for salary support and supervision/mentorship.
- Grants can be used to fund salary or backfill costs as part of facilitating the individual to attend the course; Full details should be provided on the application.

Areas of study would be expected to be relevant to the development journey and role of the Chemotherapy Nurse and will likely fall within cancer care. Other areas may be supported at the discretion of the Cancer Alliance if there is an understanding of the contribution the development will have on the individual/s. Funding for study days and conferences should in the first instance be sought from employer access to CPD funding available for nurses.

Please note that as a minimum, each Cancer Alliance is asked to support at least five individuals with their funding allocation. We ask that Alliances work with their Cancer Nurse Specialist leads and networks to decide on how best to utilise this funding based on the options and further information details listed in Appendix A.

### **Chemotherapy Nurse Training Summary**

Each Cancer Alliance is requested to complete the Chemotherapy Nurse application reporting form in conjunction with Trust lead cancer nurses and relevant networks and submit this by **28<sup>th</sup> July 2023**. Once received, it will be reviewed by the NHSE South East Cancer and Diagnostics Programme team. If there are no queries, funding will be paid directly to the Cancer Alliance to manage or via the employing organisation in Quarter 3 [end of September 2023]. Cancer Alliances will have the opportunity to confirm whether they prefer to receive and manage the funding or request this is paid directly to the relevant organisation listed within the upskilling plan template.

### **Reporting on Investment**

We are required to provide full details of recipients of this funding to the national NHSE Cancer and Diagnostics programme so that investment can be appropriately reported. The national Cancer and Diagnostics Programme team will keep a database of participant characteristics (to include role, Trust, HEI/training provider).

We will require quarterly updates from each Cancer Alliance, and this can be done by updating the application reporting form (guidance for this can be found in your SharePoint folder which will be shared with your funding confirmation letter). Updates on this investment will need to be submitted by the **17<sup>th</sup> of September, December 2023 and March 2024**.

In addition, Cancer Alliances will be required to inform the evaluation of NHSE SE investment in Chemotherapy Nurse training and development, providing feedback against the original need/drivers identified in the 'funding needs & impact assessment'; evaluation templates will be shared after March 2024.

### **Action now required.**

A completed Chemotherapy Nurse application reporting form and needs & impact assessment, outlining the driver/need, and how NHSE SE funding will be utilised, is required to be submitted

using the attached template and [MS Forms link](#). Please ensure that only one return is submitted for your Alliance and that you are happy with the planned investment.

**Please complete the application reporting form by 28<sup>th</sup> July 2023 and submit the final version to Chika Alfred at [chika.alfred@hee.nhs.uk](mailto:chika.alfred@hee.nhs.uk). Please ensure you have reviewed the appendix detail within this letter to help inform this. Alliances should satisfy themselves that all applications come with relevant line manager's approval.**

We look forward to hearing about your plans for this investment. If you have any queries or questions in the interim, then please do not hesitate to get in touch.

Kind regards

**Chika Alfred**

Project Manager – Cancer and Diagnostics, NHSE South East

APPENDIX A: CRITERIA AND FUNDING REMIT			
Allocation per Cancer Alliance	£7,500	Minimum number of individuals each Alliance needs to support with this funding	5
Funding period	All grants must be utilised within the 2023/24 financial year, so by 31 March 2024, regardless of whether the course is longer than one year.		
The aim of this funding is to support	Existing and aspiring Chemotherapy Nurses to enable them to undertake training and education to develop in this role and support the cancer workforce		
How can this funding be allocated	Option 1: Fund an individual training grant; whereby an individual meeting the criteria applies to undertake learning and development courses; and/or		
	Option 2: Fund training for a group of professionals; whereby the Alliance purchases or develops bespoke training for a group of professionals to meet an identified need/priority.		
	Option 3: A combination of the option 1 and 2.		
What can this funding be used for?	Course fees (postgraduate development programmes). Plans should be for a single activity or programme. Where the application is for a modular programme, details should be provided of each module		
	Travel, subsistence and associated training costs		
	Training grant to support the individual's development which could for example include provision for salary support and supervision/mentorship		
	Grants can be used to fund salary or backfill costs as part of facilitating the individual to attend the course; Full details should be provided on the application.		
Please kindly note	<p>Grants can be provided for courses that run for longer than one year, up to the funding limit of £1500 per person.</p> <p>By submitting any application, managers are agreeing to release this person for training. Saving for extenuating circumstances, non-completion of any training may incur NHSE seeking return of some or all of funding given. Managers are also agreeing to cover various out-of-scope costs, including funding for study days and conferences.</p> <p>Following completion of the identified training need, the participant will be expected to demonstrate capability and integration of their new skills into local service provision. Participants may also be able to evidence career progression, for example by subsequent development into a specialist / advanced practice role.</p>		
Example courses	<p>Areas of study would be expected to be relevant to the development journey and role of the Chemotherapy Nurse. Below are some examples of types of courses and subject matter:</p> <ul style="list-style-type: none"> <li>• Systemic Anti-Cancer Therapy (SACT) courses and SACT passport,</li> <li>• Short Courses - Chemotherapy Principles and Developing Practice</li> <li>• Haemato-oncology modules/courses</li> <li>• The biology of cancer and its treatments</li> <li>• Contribution towards MSc, PGDIP, PGCERT in specialist oncology courses</li> <li>• Enhanced understanding of personalised care and support planning.</li> <li>• Advances in cancer treatment e.g.: genomics, immunotherapies</li> <li>• Consequences of cancer and its treatments-minimising the long-term side-effects of SACT</li> </ul>		

- Advanced communication skills training and managing difficult conversations.
- Psychological skills training and support people in distress
- Supporting themselves and their teams with emotional resilience and wellbeing
- Project management and leadership opportunities that support the development of an innovation or improvement to patient services

It is worth noting that many charities, professional bodies and other organisations offer free workshops, training and development. Exploring these may widen and add to the opportunities to broaden the knowledge, skills, and subsequent care across the cancer alliance footprint.