



HEALTH PROFESSIONALS 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.

Funding, by way of grants, is available for professional development within the following categories. All grant applications are ratified by the National Board of Child Cancer Foundation.

- 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 - 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

How are the applications administered?

The agreed annual funding is allocated between the two Paediatric Oncology treatment centres in Auckland and Christchurch. Each team is responsible for the transparent and fair allocation of funds, taking into consideration conferences and educational requirements for the region.

Who is eligible to apply?

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. Health Professionals working at either of the paediatric oncology treatment centres or shared care facilities are encouraged to make an application.

What can be applied for?

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 allocation should have a good working knowledge of the suitability of conferences and courses and the benefits of attending.

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 during the financial year in question

What will be covered?

Child Cancer Foundation will fund economy travel costs where applicable, registration fees for conference/seminar/course attendance, and reasonable accommodation where applicable. In order to preserve the funding opportunities applicants are encouraged to register and book early to take advantage of discounts and early-bird savings.

All other ancillary costs related to attendance such as taxi and/or transfer fares, food and beverages, and credit card fees for bookings will not be covered by the Foundation.

How to apply for a grant.

Application forms are available from the respective paediatric oncology treatment centre, Child Cancer Foundation National Support Office or downloaded from the Child Cancer Foundation website.

Application forms should be completed with all relevant information, this may include supporting information such as a conference programme outline. Application forms must be submitted and approved by Child Cancer Foundation prior to any travel or attendance. All application forms must have attached relevant invoices, receipts and credit card statements. If these are not available at the time of application an estimate of costs is to be included in the application and official receipts provided when available.

The completed application form is to be forwarded to Dr Stephen Laughton on behalf of the northern region or Dr Amanda Lyver on behalf of the southern region (that includes Wellington).

If the application meets all criteria it will be endorsed and signed by 2 signatories.

Authorised application signatories are as follows:

- Auckland: Dr Stephen Laughton and Amber Conley - Nurse Unit Manager Starship
- Christchurch: Dr Tristan Pettit, Dr Amanda Lyver and Stephanie Smith - Charge Nurse CHOC

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 processed 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 and signed by the relevant authorised signatories please forward the entire application to Child Cancer Foundation National Support Office for the attention of the CEO for approval and payment.

Approval of the grant, will be sent to the successful applicant by Child Cancer Foundation. Please do not assume acceptance without written approval from Child Cancer Foundation. If you have not received confirmation of your grant please contact Sarah Wooller, GM Business Services, at swooller@childcancer.org.nz.

Please note - Retrospective grant applications will not be accepted for any or all professional development expenses. Should circumstances arise that compromise the fulfilment of the purpose of the grant the applicant should contact Child Cancer Foundation as soon as practicable. Each case will be assessed on its individual merits in consultation with the Health Professionals endorsing the original application.

