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Section 1
Introduction

Huntsman Cancer Institute (HCI) is part of University of Utah Health Care. Every year, HCI serves thousands of cancer patients from Utah and the surrounding states. HCI also teaches and trains future doctors, nurses, and scientists.

HCI is the only National Cancer Institute-Designated Cancer Center in the Intermountain West. This means it meets the highest national standards for cancer care and research and receives support for its scientific endeavors.

HCI is also a member of the National Comprehensive Cancer Network (NCCN), a not-for-profit alliance of the world’s leading cancer centers. NCCN is dedicated to improving the quality and effectiveness of care provided to patients with cancer.

Huntsman Cancer Institute Mission

Our mission is to understand cancer from its beginnings, to use that knowledge in the creation and improvement of cancer treatments, to relieve the suffering of cancer patients, and to provide education about cancer risk, prevention, and care.

Program Mission Statement

The mission of the HCI Postgraduate APC Oncology Fellowship program is to enable advanced practice clinicians to provide quality care to cancer patients in a multidisciplinary setting and to become leaders and educators in oncology.
Program Administration

The HCI and University of Utah faculty and staff are here to ensure your success throughout the program. Individuals listed below may be contacted by email where listed.

Mark Hyde, PA-C  
Program Director  
Huntsman Cancer Institute  
Mark.hyde@hci.utah.edu

John Sweetenham, MD  
Medical Director  
Huntsman Cancer Institute

Nathan Grover, MPA  
Program Manager  
Huntsman Cancer Institute  
Nathan.grover@hci.utah.edu
Section 2
Admissions

Qualifications

• Must have passed or be eligible to take the National Commission on Certification of Physician Assistants Examination (PANCE)

OR

• Must have passed or be eligible to take the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP) exam.

• Must obtain a Utah PA or APRN license prior to the program.

• Must obtain a DEA license prior to the program.

• Must be credentialed through the University of Utah

Application Process

Applications are submitted through the University of Utah employment site. Information regarding clinical rotations, benefits and expenses, and eligibility is available in advance upon request or in later sections of this handbook.

Application Requirements

• References:
  Applicants will be asked to submit the names and contact information for three individuals who will be contacted by the program on their behalf. If employed, one reference must be from a current supervising physician/APC. Students/new graduates must provide at least one reference from their program director or a clinical faculty member.

• Curriculum Vitae

• A cover letter/personal statement expressing the applicant’s interest in the program is required (maximum one page).

Interviews

Interview will be held on a selected day. Applicants must attend the interview onsite to be considered for the program. Interviews are at the expense of the applicant. In addition to the interviews, the day will provide an opportunity to learn more about the program, meet the staff and faculty and tour the facilities.
Selection Process

Applicants will be notified by email in a timely manner. Applicants should accept the position by replying to the email offer. Official start dates are determined based on a mutually agreed upon date, considering graduation, NCCPA board exam or ANCC/ANPP board exam and estimated time for issuance of state licensure and institutional credentialing.

The program has rolling admissions/start dates.
Section 3
Employment

The APC fellow will be an employee of the University of Utah. As such, they will be subject to all policies, rules, and procedures for APCs employed by the University. If there are any discrepancies between the rules, policies, and procedures of the University of Utah and this handbook, the rules, policies, and procedures of the University of Utah will take priority.
Section 4
Program Content

Orientation
New employees (including trainees) are required to participate in institutional orientation. The program sets aside the first week for program orientation. This week provides an opportunity for the fellow to obtain computer access password, billing information office information, and to participate in introductory instructions which may include e-learning assignments.

Program Objectives/ Curriculum (subject to modification)
Core Disease Site Clinical Rotations: 42 weeks total
  - Inpatient Oncology – 8 weeks
  - Breast – 4 weeks
  - Gastrointestinal – 4 weeks
  - Thoracic oncology – 4 weeks
  - Genitourinary – 4 weeks
  - Melanoma – 4 weeks
  - Gynecology – 2 weeks
  - Head and Neck oncology – 2 weeks
  - Heme/BMT – 4 weeks
  - Sarcoma – 1 week
  - Neuro-oncology – 1 week
  - Oncology Acute care – 1 weeks
  - Supportive Oncology and Psych: 2 weeks total
  - Radiation Oncology – 1

Electives: 8 weeks
These will be based first on previous experience, fellow's need for additional time/training on a given service, or institutional need then on the fellow's interests.

Adjustments:
The number of weeks on a given service may be adjusted based on competency, previous experience, and institutional need. All changes will be approved by the director.
Section 5
PA or APRN Responsibilities

Attendance/Participation

Regular attendance is essential in completing the academic requirements of the program. Demeanor and attitude are a very important part of the Fellow’s total learning experience.

Fellows should come prepared to their clinical assignments. Prior to each rotation, the NCCN guidelines and AJCC staging for the primary cancer types in that rotation should be reviewed. Although these readings may be completed during the rotation, the preceptor’s/advisor’s expect preparation prior to the first day of each rotation. Items that will help in preparation for the rotation include reviewing the key points of each major malignancy for the rotation. Self-study, including reading and preparing CME presentations, is expected to be completed after scheduled clinical assignments.

The Fellow should come to the rotation dressed in appropriate professional attire.

Daily Schedule

The rotation schedule is usually provided via email and will typically include clinical assignments, rotation conferences, institutional conference/lectures and meetings. In addition, rotation advisors may communicate additional details of the schedule or when schedule changes are necessary.

Academic times will also be provided to Fellows on Tuesday afternoons but is subject to change. This time is intended for scheduled meetings with educators or Program Director and similar types of activates. This prevents conflicts with clinical responsibilities.

Monday through Fridays, fellows are expected to arrive at the agreed time for each rotation. Any anticipated delays should be approved in advance. For unexpected delays, the Program Director or Rotation Preceptor should be contacted by cell phone immediately. The rotation day ends when the preceptor dismisses the Fellow for the day. If the assignment ends prior to 3:00pm, the Fellow should notify the rotation advisor/Program Director for a possible additional assignment. The advisor’s/preceptor’s will schedule clinical assignments to provide a variety of experiences within each rotation. Preceptors should not change assignments without notification/approval by the director and/or advisor. If there is a problem with an assignment, the advisor should be notified for clarification or re-assignment. If the advisors are not available, the Program Director should be contacted. Some holidays and weekends will be required depending on the schedule of the preceptor/advisor.

Huntsman APC Oncology Fellowship Summary
Version 5.7.18
Created by Mark Hyde (mark.hyde@hci.utah.edu)
Communication

It is a requirement of the program that fellows respond promptly to phone, paging and email communications both for their success in the program as well as to facilitate appropriate patient care. Fellows will receive an Outlook email address during orientation and paging is available through the SmartWeb program.

Time Off

Information regarding policies for vacation and sick leave may be found in the University of Utah HR manual.

Unscheduled absences or tardiness

In the event that the Fellow is ill or otherwise tardy or not able to report for an assigned shift, the preceptor or Program Director should be notified as soon as possible prior to the start of a given shift by both phone and email prior to the assigned arrival time.

Holidays

Per university policy.

Didactic

Fellows will attend a variety of institutional conferences and are required to sign in for each activity. A minimum of 70% attendance is required at each conference unless there is a conflict with the fellows assigned rotation. In addition, patient care conferences and disease specific lectures will be arranged during clinical rotations.

For each cancer specific rotation, the fellow is expected to review the NCCN and AJCC guidelines. It is expected that the fellow will conduct appropriate literature reviews on clinical questions as they arise. These will be considered the core clinical readings will focus around established evidence-based guidelines. Original research articles should be identified from each review and a library of reference maintained. Generally one literature review per week is expected. It is also expected that the literature review will be discussed with the rotation advisor or preceptor. Opportunities for discussion of specific articles may be scheduled with rotation advisors, preceptors or the Program Director. Advisors may choose to assign reading to augment these literature reviews.

For the time spent on the inpatient service, a curriculum will be provided to help the fellow establish an understanding of the internal medicine needs of oncology patients.
Fellows will also be asked to complete the ASCO University modules listed under 101, and 201. They may elect to complete the additional 201 modules. ASCO Basics 101 should be completed within 3 months of starting.

**Quality Improvement/Performance Improvement**

The goal of this aspect of the program is to prepare Fellows for leadership positions within oncology practice settings to improve patient care through quality improvement and performance improvement initiatives. Additional information will be provided upon enrollment in the program.

**Clinical Teaching**

Fellows will be instructed on methods of clinical teaching and participate in clinical teaching of PA and APRN students under the direction of a preceptor/mentor. The purpose of this aspect of the program is to prepare Fellows to develop the next generation of clinicians caring for cancer patients. Additional information will be provided upon enrollment in the program.
Section 6
Abstract/Manuscript Guidelines

Each Fellow will be required to write and submit a professional abstract or manuscript to a professional conference of peer-reviewed journal, respectively. Topics may include quality improvement projects, performance improvement projects, clinical teaching or an oncology clinical topic. The Program Director must approve the topic in advance. Consideration should be given to topics that are of interest to the Fellow and would result in a published manuscript or an oral or poster presentation.

The manuscript will be reviewed by the Program Director and at least one Huntsman Cancer Institute content expert. The content expert may also be the Fellow’s mentor. Time for review and revisions should be allowed prior to the end of the program year as the manuscript of abstract should be submitted to an appropriate journal of conference before the end of the program year. A certificate of program complete from the program cannot be issued until the manuscript has been accepted by the reviewers. At the half way point and during the last month of the program year, the Fellow will give a lecture based on one of their literature reviews.
Section 7
Presentation Guidelines

During the course of the year, the Fellow will be required to give four professional lectures. Presentations will typically be given to the PA and APRN staff and PA and APRN students. Opportunities to present on state or national stage through professional development organizations may be available depending on schedules and readiness.

The purpose of the presentations is to provide the Fellow with opportunities to enhance their expertise in topics including oncology, QI/PI and clinical teaching. In addition, these assignments will require the Fellow to become proficient with PowerPoint presentations and improve oral communication and presentation skills.

Presentation topics typically include:

Case presentation – an interesting case of a patient
Published randomized clinical trial
Clinical reading
Topic selected for abstract or manuscript

See instructions for additional information and guidelines.
Section 8
Evaluations

Evaluation of the Fellows

Objective evaluation methods as outlined below will be used to monitor progress throughout the program and to ensure that educational objectives have been met. The evaluations will be completed by preceptors/mentor. All evaluation materials will be on file in the Program Director’s office and may be reviewed by the Fellows if requested.

Self-evaluation
At the beginning of the year and then quarterly, the Fellows will evaluate themselves on their strengths/weaknesses and their progress.

Performance Evaluations
Preceptor evaluation of clinical skills, knowledge, and attitudes will consist of one evaluation obtained for each rotation. This will be completed by the advisor(s) for the rotation. The advisors will obtain feedback from participating preceptors and provide the program a summative evaluation.

Knowledge Assessment
Will be ongoing and primarily based on discussions with the advisors, preceptors and director. Understanding of the NCCN and AJCC guidelines for the major cancer types will be expected.

Presentations
The presentation will be evaluated to include presentation skills, both verbal and visual organization, appropriate discussion of the manuscript, personal conclusions, and facilitation of the discussion.

Abstract/Manuscript
Comments will be provided to the Fellow upon review of the manuscript. If changes are needed before the work can be accepted, the Fellow must complete these and submit for final review.

Quarterly Evaluation
Quarterly, the Fellows will be evaluated by the program director for their overall success in the program. This will include reviewing the individual evaluations (preceptors, journal club, self-assessment, etc.) Prior to the meeting, the Fellow will complete a self-assessment. Overall, progress in the program including preceptor evaluation, knowledge assessments, and journal club evaluations will be discussed. This will also serve as an opportunity to obtain feedback from the Fellow regarding the program.
Final Evaluation/Program Completion
The Program Director conducts a final Fellow evaluation, where a review of the past year’s evaluations from faculty and preceptors are all taken into account.
Program Evaluation by the Fellows

Fellows provide evaluation of key aspects of the program including clinical rotations, clinical educator/preceptors, and didactic lectures. The purpose of this evaluation is to support ongoing program improvement. Given the small size of the program, anonymity cannot be maintained. Comments should be provided in constructive and professional ways that foster such improvement.

Although the following schedule for conducting this evaluation will be used, it should be understood that any problems that occur during the program year should immediately communicated to the Program Director.

Rotation Evaluations
Prior to the end of each rotation, a rotation evaluation should be submitted to the program director. Submission will be in the form of a 1 to 2 paragraph review of the strengths and weaknesses of the rotation. Each preceptor that works with a Fellow for at least one full day should be evaluated on their effectiveness as an instructor.

Graduate Survey
After completion of the program, the fellow will submit a 1-2 page review of the program and will meet with the program director to discuss their experience.
Section 9  
Ongoing Education

Fellows are required to routinely attend the following lectures. Attendance is recorded and the Fellow should sign in to confirm attendance. A minimum of 70% participation rate is required though all sessions should be attended unless a scheduling conflict occurs.

Required:

• **Hematology/Oncology Fellows Conference**  
  ▪ This course covers basic concepts in clinical oncology including all major malignancies, treatment modalities and related topics.  
  ▪ Most lectures are available on the Huntsman APC team site on Pulse and can be accessed and viewed at any time.

• **Monthly Huntsman APC CME**

• **Team specific Treatment Planning Conferences**

• **Hematology and Oncology Board Review Course**  
  ▪ Annual review conference