

ABC UK NURSING AWARDS 2020

Guidelines

AIM

Following the success of Action Bladder Cancer UK's annual Improving Outcomes for Patients Programme, IOPP, (launched in 2016), we are delighted to be launching the dedicated **ABC UK Nursing Awards**.

We wish to acknowledge the great contribution made by specialist nurses to improving both patients' experiences and their treatment pathway. We also wish to encourage more nurses to participate in ABC UK's Grants Programme and to apply for grant funding. This category will give Awards to nurse-led projects and pieces of work - to encourage and fund small projects that will directly benefit bladder cancer patients.

We are interested in stand-alone projects which will demonstrate clear outcomes and improve knowledge, facilitate change, explore different approaches and, most importantly, directly improve outcomes for patients or the patient experience.

We have streamlined the application process for the Nursing Awards and applied different categories (see below) which will help you apply for an award.

Within the ABC UK Nursing Awards, applications for an Award may be made for different kinds of work. These are either for a new project or for a retrospective award.

1 A new project

If you have an idea for a new project, nurses are able to apply for an ABC UK Nursing Award to support new work they wish to undertake either individually or as part of a multidisciplinary team or with other colleagues. This could be for a small scale 'research, audit or quality improvement' project with practical benefits for patient outcomes.

We are also open to Award applications for an outline, scoping or pilot study for work which might lead to a more substantial piece of work. ABC UK would also consider an extension of such scoping studies for an additional funding contribution.

2 A Retrospective Award

In order to support nurses in making an application and also to recognise work which may already be underway or completed we will also consider Award applications for retrospective or current on-going studies.

Such an Award would be given to a study demonstrating patients have already benefited from the work undertaken, by using qualitative or quantitative analysis, or by using accepted QI methodology.

We would also consider applications which are an extension of research or patient centred projects which are being undertaken or have been completed.

Within these first two areas of work, a new project or retrospective awards, application may be made for an Award up to £5,000.

3 Bladder Cancer Patient Support Groups

Within the Nursing Awards, we also offer an opportunity to apply for a start up grant towards setting up a support group for bladder cancer patients at your hospital. This is set at a maximum of £500. ABC UK would also support you in setting up the group and helping to sustain the running of the group.

FOCUS OF YOUR PROJECT

Your project idea must be directly related to bladder cancer and demonstrate direct outcomes and/or benefits for patients. Projects must be UK based. Otherwise, your project could focus on any area which would benefit those with bladder cancer. Some ideas of potential project areas are shown below, although your project might also be outside of these areas.

Projects could focus on areas such as: improving treatment systems and pathways within a hospital or clinic; mapping and improving the patient experience, improving bladder cancer monitoring or follow up treatment systems or pathways within hospitals, or patient surveys. Or they may be within any other area where nursing expertise can make an impact on improving outcomes for bladder cancer patients or their experience of treatment.

- the patient pathway
- patient experience at the point of first diagnosis
- patient experience of the discussion of treatment options
- Enhanced Communication
- Improving knowledge of bladder cancer in nursing health professional
- Improving support for bladder cancer patients

WHO CAN APPLY

The ABC UK Nursing Awards are open to Urology and Cancer Nursing Specialists.

Bladder cancer can have a long and complicated treatment pathway, with few treatment options available or surgery which will impact on everyday life for a patient. Following their initial diagnosis, a specialist nurse is often the health professional a bladder cancer patient might see the most often - particularly in administering of treatments, or in follow up clinics, or providing support and advice following bladder removal etc.

A nurse might be working with patients within urology services where patients are being diagnosed and tested or undergoing surgery, or within other areas where those with bladder cancer are being treated - such as oncology, radiography etc, or in a follow up clinic where patients are monitored for recurrence or other issues. Nurses within primary care services should apply within the IOPP Primary Care category.

SIMPLE APPLICATION PROCESS

If you have an idea you would like to submit for an IOPP Award, please **contact us to talk about your idea**.

If we feel your idea would be applicable for an Award application, we will then support you throughout the application process. We can talk through your ideas for an application with you and give objective comment on an outline application. Contact details are given at the end of these guidelines.

PROJECT EXAMPLES - summaries of work undertaken to improve the experience of bladder cancer patients - These projects might give you an idea for a project you might undertake at your own hospital.

1 Project: Understanding the Barriers in the Cystectomy Pathway and Improving Patient Experience – Lead: Shieny Abraham, Bladder Nurse Specialist, Whipps Cross Hospital, London

The pathway was initially developed to review the patient 2 week wait to referral for cystectomy, looking at four hospitals and their referral process on to the cancer centre. Additional outcomes included setting up the first TURBT education seminars in the country - to educate patients on their suspected diagnosis prior to their TURBT, what to expect post-surgery, the patient pathway and managing expectations, possible side effects and health promotion (diet, exercise, psychological support, smoking cessation); Implementation of treatment summaries post diagnosis or if treatment changes - treatment summaries are a communication tool to inform the patient and GP what has happened so far, future plan and signs & symptoms to look out for and seek medical advice; The CNS's decorated the support group room over the weekend to make the area more patient friendly; The nurses have integrated their service with the benign nurses and set up a one/two stop bladder symptom clinic. The aim is to streamline patients on to different treatments, interventions or lifestyle changes if they are suffering with lower urinary tract symptoms; The team have also been shortlisted for a national award from Macmillan – the implementation of the recovery package - by improving patient experience by redesigning patient pathways that are 'Patient Centred'.

2 Summary of the six month 'improving the patient experience' programme carried out by cystoscopy CNS's at St. James's, Leeds and the Leeds Bladder Cancer Patient Support Group

The support group at St James's Hospital (set up by ABC UK) worked closely with CNS's in the cystoscopy unit, who were also looking to improve the patient experience, and used a 'mystery shopper' approach to the patient experience of cystoscopy. A cystoscopy nurse presented to the PSG, which opened up the discussion in a positive way - the patient journey through the cystoscopy unit was then looked at in practical detail. A patient from the group presented the results at a hospital wide patient engagement meeting, attended by senior nurses in the Urology Department – a good exercise in providing common ground amongst patients and a practical guide to some simple, but welcome, changes to the patient experience of cystoscopy. The evidence of change was later presented by the CNS's at a meeting attended by the Chief Executive of the Trust.

Outcomes

- Improved 'visibility' of bladder cancer patients within the hospital;
- 'Mystery shopper' exercise works well in finding common ground for patient discussion, producing good information and patient stories to present within the hospital as well as some solutions to the problems;
- Significant improvements are evident in the patient experience of cystoscopy;
- Improvement in patient awareness of sources of further information – eg ABC UK supplying named business cards for the cystoscopy unit CNSs has been successful, a simple exercise difficult to achieve within hospital procedures;
- Relatively low-cost proposals combined with readiness of the hospital to improve the patient experience brought about successful change within six months. Some of these solutions related to simple 'fixes' around the changing areas for patients, toilets and collection of urine samples;
- An effort within the hospital to reduce the backlog of cystoscopy appointments has been proving successful including improved clinic capacity and an additional CNS in the cystoscopy unit - improved visibility of bladder cancer patients and their needs made a contribution to this improvement;
- The experience of cystoscopy is only one element in bladder cancer patient pathways, but any improvements here will benefit almost all patients - it's a start.

ABC UK NURSING AWARDS APPLICATION PROCESS

- Applications should only be submitted on the form downloadable from the website, www.actionbladdercanceruk.org/abc-uk-grants/
- Please ensure you are using the correct application form for your category – there are two forms – one for Primary Care and Research & Clinical and a separate form for the ABC UK Nursing Awards.

Guidelines given here and within the application form should be followed. You may discuss project ideas and request assistance or mentoring with your application. Please contact us on info@actionbladdercanceruk.org with any questions about your application or the process. Projects should contain milestones and demonstrate specific outcomes. A reporting timetable will be agreed to provide information on progress of funded projects. Please also see the Application checklist.

TIMELINE

It is preferred that submitted projects run for a maximum period of 12 months. Consideration will, however, be given to applications justifying a longer period.

18 October 2019	Prior notice marketing and application and mentoring opens
30 November 2019	Call for applications opens
28 February 2020	Deadline for applications and Application Assistance
March/April 2020	Applications review process and Panel Assessment process
30 April 2020	Outcome published; grants - awarded, awarded with amendments or declined.
July 2020 – Jan 2021	Interim Quarterly Reporting
30 April 2021	End Project date (unless otherwise agreed at time of grant) and Final Reporting

ASSESSMENT PROCESS

All applications will be reviewed upon receipt and any clarifications and additional information requested from applicants. Applications will then be reviewed by the ABC UK Grants Panel for final decision. Panel members include representatives from urology, oncology, research, patients, primary and secondary care as appropriate, and include ABC UK trustee/s plus external members.

GRANT TERMS AND CONDITIONS

Grants are not made to individuals. Grants will only be made to an organisation (eg: Urology Unit of NHS Trust etc). Please ensure you obtain permission and fulfilled the internal requirements of your organisation, before making a grant application. It is also advised that bank account details for grant payment are clarified with your organisation as part of your application preparation.

Applications are invited up to £5,000 per project. Exceptionally a maximum amount of £10,000 will be considered. The maximum grant for any one project is £10,000. There is no maximum number of projects, however ABC UK would prefer to fund a higher number of smaller value projects.

Grants may be used to cover salary, expenses, consumables, equipment and other costs directly incurred by the project. Travel costs will be covered, although it is advisable that these are not viewed as excessive. Funding is not to be used to subsidise the applicant's normal activity. Applicants are expected to submit a fully costed budget with their application.

- 75% of grant would be payable upon confirmation of grant/start date of project.
- 25% balance of grant would be payable upon receipt of approved final report.

This final report would be submitted on an ABC UK template provided and be accompanied by a detailed breakdown of grant expenditure.

Interim project progress reports would be requested on a quarterly basis. Deliverable milestones should be included within the application and will be agreed with ABC UK. If any delays occur to the project, it is advised that ABC UK are informed as soon as possible.

ABC UK would retain the right to publish the final report both on ABC UK website and in external publications and to publicise by any appropriate means, however we are prepared to discuss on a case by case basis to ensure that journal publication is not prejudiced.

Acknowledgement of ABC UK Grants

The Grant recipient would be expected to acknowledge ABC UK grant funding in any publication or publicity of their own with the following words: "This work has been funded by Action Bladder Cancer UK". This includes acknowledgement within presentations of the project work funded at conferences etc.

EXCLUSIONS

Projects must be stand-alone. Applications which are part of a larger project will not be considered unless a discrete project area of activity or workstream can be identified which may be solely accredited to ABC UK grant funding. If you are considering requesting funding for a discrete element of a larger project, it is recommended that you consult ABC UK for advice on this before submission.

PRE APPLICATION CHECKLIST

Things to check **before** submitting an application. If unsure of anything, please contact us.

Application form

- Please ensure the application form is signed by **both** the lead applicant and also by the appropriate person within your organisation.
- Applications cannot be formally accepted for assessment until this form is completed and signed.
- Budget details are included, with as much detail as possible.
- Please ensure that you have followed any necessary internal process within your organisation relating to making an external application for funding. For example, does your application need to be approved internally and/or does it need to be cleared with your finance department?

Financial details for grant acceptance

- Are you clear about which account for your organisation the funding will be paid into (eg it might need to go into a central account rather than departmental one – check with finance dept)?
- Please ensure you have the correct financial details to complete the grant acceptance form.
- The grant acceptance form also needs to be signed by the lead applicant and the appropriate person from within your organisation.

CONTACT INFORMATION

If you have any questions or would like to discuss your ideas for a project, contact us in the first instance on: info@actionbladdercanceruk.org

Further information is on our website: <http://actionbladdercanceruk.org/abc-uk-grants/>