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## Cancer Kitso: A Novel Training Initiative for Health care Professionals in Eastern and Southern Africa

## Appendices

RUTGERS GLOBAL HEALTH INSTITUTE

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## Appendix 1. Oncology Specialists, Curriculum Development Team, and Support Staff

Country	Specialty	L Name, F Name	Title	Entity
Botswana	MoHW	Tshisimogo, Gontse	Head, Non-communicable Diseases Program & Cancer Registry	Botswana Ministry of Health and Wellness
Botswana	Nursing	Kamanga, Boitumelo	Nurse	Princess Marina Hospital
Botswana	Nursing	Kebuang, Keabaka (K.K)	Oncology Nurse	Princess Marina Hospital
Botswana	Nursing	Lobatse, Chaikhwa	Oncology Nurse	Sekgoma Memorial Hospital
Botswana	Nursing	Swart, Carl	Lecturer, Adult Gerontology Oncology and Palliative Care NP	University of Botswana
Botswana	Nursing	Khutjwe, Joyce	Lecturer, MNS Adult-Gerontology Oncology and Palliative Care Program Development Coordinator	University of Botswana
Tanzania	Nursing	Kibusi, Stephen	Dean, School of Nursing and Public Health	University of Dodoma, Tanzania
Botswana	Nursing	Swart, Norman Carl	Lecturer, Nursing	University of Botswana
US/NJ	Nursing	Willard, Sue	Clinical Professor	Rutgers School of Nursing
Botswana	Palliative Care	Pono, Pontsho	Palliative Care Coordinator	Ministry of Health and Wellness
Botswana	Palliative Care Nurse	Maifale-Mburu, Goitseone	PMH Palliative / Oncology Nurse	Princess Marina Hospital
Botswana	Palliative Care Physician	Gaolebale, Babe	Head of Palliative Care	Princess Marina Hospital
US/NJ	Pharmacy	Kane, Michael	Director, Research Pharmacy	Cancer Institute of New Jersey
Botswana	Pharmacy	Kgatlwane, Joyce	Lecturer, School of Pharmacy	University of Botswana
Botswana	Pharmacy	Matume Matshidiso	Pharmacist, School of Pharmacy	University of Botswana
Botswana	Pharmacy	Mmapadi, Margaret	Pharmacist	Ministry of Health
US/NJ	Pharmacy	Park, Jyeon (Joy)	Clinical Assistant Professor	Ernest Mario School of Pharmacy
US/NJ	Community Nurse Navigator	Ashley, Michele	Community Nurse Navigator	CINJ
US/NJ	Oncology Nursing	Lerner, Jennifer	Nurse Director, Solid Tumors, Group 1	CINJ

Country	Specialty	L Name, F Name	Title	Entity
US/NJ	Coordinating Team	Antony, Reena	Senior Program Coordinator	Rutgers Global Health Institute
Botswana	Coordinating Team	Gaolathe, Tendani	Site PI	Botswana-Rutgers Partnership for Health
Botswana	Coordinating Team	Lebelonyane, Ref	Program Manager	Botswana-Rutgers Partnership for Health
Botswana	Coordinating Team	Legwaila, Morongwa	Program Coordinator	Botswana-Rutgers Partnership for Health
US/NJ	Coordinating Team	Marlink, Ric	PI	Rutgers Global Health Institute
Australia	Coordinating Team	Sharma, Kirthana	Senior Research Manager	Rutgers Global Health Institute
Botswana	Education	Chalebgwa, Margaret (Maggie)	Curriculum Team Member	University of Botswana
Botswana	Education	Hlabano, Abigail	Curriculum Team Member	University of Botswana
Botswana	Education	Moanakwena, Penny	Curriculum Development Specialist	University of Botswana
US/NJ	Medicine	Mayer, Tina	Associate Director, Hematology/Oncology Fellowship	Cancer Institute of New Jersey Robert Wood Johnson Medical School
Botswana	Medicine	Bunga, Antonia	Oncologist	Zeta Oncology Center
Botswana	Medicine	Migeotte, Ariane	Oncology Physician Consultant	Botswana-Rutgers Partnership for Health
Botswana	Medicine	Ralefala, Tlotlo	Radiation Oncologist	Princess Marina Hospital
Botswana	Medicine	Setlhako, Dipho	Oncologist	Jwaneng Mine Hospital
Botswana	Medicine	Tangane, Gomolemo	Oncologist	Ministry of Health
US/NJ	Medicine	Toppmeyer, Deb	Chief Medical Officer, Breast Oncologist	CINJ
Botswana	Medicine	Vuylsteke, Peter	Oncologist	University of Botswana
Botswana	Public Health	Raesima, Mmakgomo	Public Health Specialist	Ministry of Health

## Appendix 2: Curriculum Blueprint/Content Map

Program Title	CANCER KITSO: CLINICAL MANAGEMENT - LEVEL 1				
Program Goals	<p>Health Care Professionals workforce reskilled and upskilled as collaborative partners in cancer management.</p> <p>Improved patient-centered care through team-based approaches, alignment of resources, and coordination of cancer-related services, referral pathways, and patient navigation systems.</p>				
	Session 1	Session 2	Session 3	Session 4	Session 5
Session Title	Cancer basics and navigation from symptoms to treatment planning	Cancer treatment modalities, drug therapies, and adverse effects	Chemotherapy in Cancer Treatment and Care	Palliative Care for Cancer Patients	Putting it all together, a Patient Journey in Oncology Care Strengthening Health Systems
Session Overview	✓	✓	✓	✓	✓
Session Learning Outcome(s)	<p>Formulate a plan to manage/navigate a patient from screening and/or clinical symptoms, through diagnosis and staging pathways,</p> <p>Determine the intent and modality of treatment for the five cancers commonly treated in Botswana.</p>	<p>Justify choice made for a treatment modality to be used in cancer management.</p> <p>Safely prepare and administer hormonal and targeted systemic therapy agents.</p> <p>Formulate a treatment and management plan for patients with toxicities from radiation, hormonal and targeted therapies.</p>	<p>Safely prepare and administer chemotherapy therapy agents.</p> <p>Appraise management options for chemotherapy side effects and toxicities in a cancer patient</p> <p>Develop a treatment and management plan for patients with side effects and toxicities from chemotherapy</p>	<p>Appreciate the benefits of a holistic approach to palliative care for cancer patients at the end of life</p> <p>Integrate palliative care ethos and good practice into their day-to-day work routines</p> <p>Communicate effectively and appropriately for the benefit of cancer patients, their families and care givers, and</p>	<p>Demonstrate a basic understanding of cancer prevention and detection modalities</p> <p>Provide navigation and facilitation for patient access to the types of health care services available for cancer patients</p> <p>Assert a holistic approach to survivorship care for cancer patients</p>

				other health care professionals.  Manage pain and other symptoms associated with cancer and care for patients at the end of life	
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## Session 1 Content Mapping: CANCER BASICS AND NAVIGATION FROM SYMPTOMS TO TREATMENT PLANNING

	Lesson 1	Lesson 2	Lesson 3
Lesson Title	THE CARCINOGENESIS, HALLMARKS OF CANCER, AND THE EPIDEMIOLOGY OF COMMON CANCERS	CANCER DIAGNOSIS AND STAGING PROCEDURES	NAVIGATION FROM CLINICAL RED FLAGS TO TREATMENT DECISION MAKING; THE FIVE COMMONLY TREATED CANCERS IN BOTSWANA
Learning outcomes	<p>The focus of the lesson is on declarative knowledge – the factual knowledge on cancer and its development that participants need before being able to process or use critical thinking skills related to the topic. Knowledge about what or that of cancer will be established.</p> <hr/> <hr/> <hr/>	<p>The focus of the lesson is on declarative knowledge – the factual knowledge on cancer that participants need before being able to process or use critical thinking skills related to the processes of cancer diagnosis. Knowledge about what or that of cancer assessment.</p> <hr/> <hr/> <hr/>	<p>The lesson provides a progression from factually declarative knowledge to procedural and conditional knowledge most useful for purposes of completing cancer diagnosis and treatment procedures and processes within certain presenting conditions.</p> <hr/> <p>Deduce the main risk factors and symptoms, of the five commonly treated cancers in Botswana</p>

	<p>Discuss the main steps in the process of carcinogenesis</p> <p>Describe the hallmarks of cancer and their implications for cancer treatment options</p> <p>Explain the prevalence and impact of cancer locally and globally</p> <p>Identify the five cancers commonly treated in Botswana and Southern Africa</p> <p>Give examples of the best practice models for oncology care</p>	<p>Describe the techniques used for cancer diagnosis</p> <p>Point out the purposes of pathological examinations in cancer diagnosis and assessment</p> <p>Differentiate the key features of cancer assessment and staging procedures</p> <p>Explain the implications of staging on treatment planning</p>	<p>Describe the diagnosis procedures for each of the five commonly treated cancers in Botswana</p> <p>Interpret the clinical and pathological reports for the staging of cancers.</p> <p>Create the most appropriate diagnosis and assessment pathway for each target cancer in order to decide the intent and modality of treatment</p>
Lesson sub-topics	<p>1.1 The carcinogenesis process and cell morphology</p> <p>1.1.1 Cancer classification and association to tissue of origin</p> <p>i. Solid cancers</p> <p>ii. Malignant homeopathies</p> <p>1.1.2 Microscopic cell morphology</p> <p>i. Benign vs malignant tumor</p> <p>ii. In situ vs invasive cancer</p> <p>1.1.2 Cancer classification and association to tissue of origin</p> <p>1.2 The hallmarks of carcinogenesis</p> <p>1.3 Cancer epidemiology: global, regional &amp; national perspectives</p>	<p>2.1 Cancer diagnosis procedures</p> <p>2.1.1 Modalities of pathological examination and sampling methods for cancer diagnosis</p> <p>2.1.2 Pathological examination results</p> <p>2.1.3 Immunohistochemistry (IHC)</p> <p>2.2 Cancer assessment and staging procedures</p> <p>2.2.1 American Joint Committee on Cancer (AJCC) staging systems</p> <p>2.2.2 AJCC clinical stage groups</p> <p>i. International Federation of Gynecology and Obstetrics (FIGO) staging system</p>	<p>3.1 Cervical cancer risk factors &amp; clinical red flags</p> <p>3.1.1 Screening modalities for cervical cancer</p> <p>3.1.2 Diagnostic modalities for cervical cancer</p> <p>3.1.3 Assessment procedures: staging, clinical status of patient and treatment decision-making</p> <p>3.2 Breast cancer and related risk factors</p> <p>3.2.1 Breast cancer clinical red-flags and screening modalities</p> <p>3.2.2 Diagnostic modalities for breast cancer</p> <p>3.2.3 Assessment procedures: staging, clinical status of breast cancer patient</p> <p>3.2.4 Treatment decision making for breast cancer</p> <p>3.3 Prostate cancer risk factors &amp; clinical red flags</p>

	<p>1.4 Best practices in oncology care</p> <p>ii. Ann Arbor staging system</p> <p>2.3 Implications of staging on treatment planning</p> <p>2.3.1 Curative intention for cancer treatment</p> <p>2.3.2 Palliative intention for cancer treatment</p> <p>2.3.3 Clinical status</p> <p>2.4 Resources:</p>	<p>3.3.1 Screening modalities for prostate cancer</p> <p>3.3.2 Diagnostic modalities for prostate cancer</p> <p>3.3.3 Assessment procedures: staging and clinical status of prostate cancer patient</p> <p>3.3.4 Treatment decision making for prostate cancer</p> <p>3.4 Head and neck cancer risk factors and clinical red-flags</p> <p>3.4.1 Head and neck cancer(s) clinical red-flags</p> <p>3.4.2 Diagnostic modalities for head and neck cancers</p> <p>3.4.3 Assessment procedures: staging, clinical status of head and neck cancer patient</p> <p>3.4.4. Treatment decision making for head and neck cancers</p> <p>3.5 Risk factors and clinical red-flags for Lymphomas</p> <p>3.5.1 Clinical red-flags for lymphomas and signs of urgent complications</p> <p>3.5.2 Diagnostic modalities for lymphoma cancers</p> <p>3.5.3 Assessment procedures: staging and pre-therapeutic modalities for lymphatic cancer patient</p>
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## Session 2 Content Mapping: CANCER TREATMENT MODALITIES, DRUG THERAPIES, AND ADVERSE EFFECTS

	Lesson 1	Lesson 2	Lesson 3
Lesson Title	<b>SURGERY FOR CANCER TREATMENT AND MANAGEMENT</b>	<b>RADIATION THERAPY FOR CANCER TREATMENT AND MANAGEMENT</b>	<b>HORMONAL AND TARGETED SYSTEMIC THERAPY FOR CANCER TREATMENT AND CARE MANAGEMENT</b>
	<p>The lessons in this session develop a build up from the factual knowledge needed for being able to use critical thinking skills for cancer treatment and care management. This is extended to procedural knowledge for the skills and applications that must be practiced, and the conditional knowledge required for making the determinations for the circumstances under which specific processes and skills should be used, whereby actions can be justified according to the principles of the practice..</p>		
Lesson Learning outcomes	<p>Relate the principles of surgery in cancer management</p> <p>Determine appropriate surgical procedure for a presenting situation</p> <p>Appropriately carry out the necessary surgery measures for various cancers</p> <p>Design a management plan for the side effects and complications of cancer surgery</p>	<p>Relate the principles of Radiation Therapy (RT) in cancer management</p> <p>Create a pre-RT plan for specific cancer cases</p> <p>Describe the mechanism of action of radiation therapy modalities</p> <p>Appropriately carry out RT procedures for various cancers</p> <p>Outline the measures for addressing the side effects of RT for different cancers</p>	<p>Explain the mechanism of action of hormonal and targeted systemic therapy agents used in cancer treatment</p> <p>Manage common toxicities for hormonal and targeted therapy agents used in cancer treatment, including pre-therapeutic assessment</p> <p>Explain the modalities of dosing calculation of the hormonal and targeted therapy agents</p> <p>Adapt the dosing and choice of the systemic therapy agents to each patient situation (curative vs. palliative and adaptation to clinical and biological situation), including use of growths factors</p> <p>Safely the administer the hormonal and targeted therapies</p>

Lesson sub-topics	<p>Principles of surgery in cancer treatment and management</p> <p>Curative surgery for cancer treatment</p> <p>Palliative surgery for cancer treatment and management</p> <p>Management of side effects and complications of surgery for the commonly treated cancers in Botswana</p> <p>Cervical cancer surgery: treatment modalities, side effects and complications</p> <p>Breast cancer surgery: treatment modalities, side effects and complications</p> <p>Prostate cancer surgery: treatment modalities, side and complications</p> <p>Head and neck cancer surgery: treatment modalities, side and complications</p>	<p>2.1 Principles of radiation therapy in cancer treatment and management</p> <p>2.2 Planning for radiation therapy in cancer treatment and management</p> <p>i. Pre-treatment assessment (e.g., nutritional status, functional status, patient and family education )</p> <p>ii. Simulation and imaging</p> <p>iii. Evaluation and validation of the plan</p> <p>2.3 Radiation therapy treatment delivery modalities</p> <p>2.3.1 Types of radiation therapies</p> <p>External Beam Radiotherapy (EBR)</p> <p>Internal Radiation Therapy (IRT)</p> <p>2.3.2 Radiation therapy dosing and fractionation:</p> <p>2.3.3 Side effects of radiation therapy</p>	<p>3.1 Principles of systemic therapies in cancer treatment and care management</p> <p>3.1.1 Systemic therapy for curative purposes</p> <p>3.1.2 Systemic therapy for palliative purposes</p> <p>3.1.3 The mechanism of action of systemic therapy agents used in cancer treatment</p> <p>3.1.4 Planning for systemic therapy</p> <p>3.2. Hormonal Therapy</p> <p>3.2.1 Mechanism of action of hormonal therapy</p> <p>3.2.2 Safe treatment practices with hormonal therapy</p> <p>3.2.3 Hormonal therapy in breast cancer</p> <p>3.2.4 Hormonal therapy in prostate cancer</p> <p>3.3 Targeted therapy</p> <p>3.3.1 Mechanism of action of target therapy</p> <p>3.3.2 Safe treatment practices with target therapy</p>
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## Session 3 Content Mapping: CHEMOTHERAPY IN CANCER TREATMENT AND CARE

	Lesson 1	Lesson 2	LESSON 3
Lesson Title	CHEMOTHERAPY PRESCRIPTION, PREPARATION AND ADMINISTRATION	GENERAL SIDE EFFECTS ASSOCIATED WITH CANCER CHEMOTHERAPY	MANAGEMENT OF AN ONCOLOGY PATIENT DURING AND AFTER CHEMOTHERAPY TREATMENT
Learning outcomes	<p>Explain the mechanism of action of chemotherapy agents used in cancer treatment</p> <p>Manage common toxicities and side effects for chemotherapy agents used in cancer treatment, including pre-therapeutic assessment</p> <p>Explain the modalities of dosing calculation of chemotherapy agents</p> <p>Adapt the dosing and choice of the systemic therapy agents to each patient situation (curative vs. palliative and adaptation to clinical and biological situation), including use of growths factors</p> <p>Safely administer the chemotherapy</p>	<p>Explain the underlying mechanism for common side effects associated with chemotherapy</p> <p>Describe the appropriate monitoring for the common side effects</p> <p>Recommend appropriate strategies to manage and/or prevent common side effects associated with cancer chemotherapy</p>	<p>Recognize the clinical side effects ascribed to specific chemotherapy drugs commonly prescribed in Botswana</p> <p>Describe the role of specific pharmacological supportive care agents in managing specific chemotherapy agents induced side effects</p> <p>Describe potential adverse effects associated with the specific pharmacological supportive care agents.</p> <p>Select the most appropriate plan for the monitoring and prevention of chemotherapy drug specific side effects</p> <p>Assess for appropriate monitoring of patients to receive the supportive care agents specific to their chemotherapy drug induced side effects</p> <p>Recommend appropriate multidisciplinary strategies to promote optimal patient outcomes associated with supportive therapy</p> <p>Educate patients on the recognition and management of chemotherapy drug specific side effects</p>

Lesson sub-topics	<p>1.1 Mechanism of action of chemotherapy</p> <p>1.2 Safe treatment practices with chemotherapy</p> <p>1.2.1 Chemotherapy prescribed either for curative or palliative purposes</p> <p>Chemotherapy used on its own or in combination with other treatments</p> <p>Choosing an appropriate regimen for the patient</p> <p>Patient medical check-up before each chemotherapy administration</p> <p>1.3 Clinical and biological check-up in chemotherapy treatment management</p> <p>1.4 Dose calculation methods</p> <p>1.4.1 Calculation of definitive chemotherapy dosage</p> <p>1.4.2 Patient information and education</p> <p>1.4.3 Chemotherapy prescription, preparation and administration</p> <p>1.5 Immediate complications of chemotherapy administration: Extravasation and infusion reactions</p>	<p>2.1 <i>Common chemotherapy side effects</i></p> <p>2.2 <i>Chemotherapy-induced nausea and vomiting</i></p> <p>2.2.1 <i>Prevention of chemotherapy-induced nausea and vomiting (CINV) - prophylaxis</i></p> <p>2.2.2 <i>Prophylaxis adapted to the emetic risk</i></p> <p>2.3 <i>Bone marrow suppression (myelosuppression)</i></p> <p>2.3.1 <i>Chemotherapy induced anaemia</i></p> <p>2.3.2 <i>Chemotherapy induced thrombocytopenia</i></p> <p>2.3.3 <i>Chemotherapy induced neutropenia</i></p> <p>2.4 <i>Oral mucositis and other common side effects of chemotherapies</i></p>	<p>3.1 How to deal with combined polychemotherapy</p> <p>3.1.1 Supportive treatment</p> <p>3.1.2 Oncology treatment</p> <p>3.1.3 Prescription and preparation of chemotherapy</p> <p>3.1.4 Monitoring of administration</p> <p>3.1.5 Side effects and assessment before next cycle</p> <p>How to deal with curative chemoradiotherapy</p> <p>3.2.1 <i>Supportive treatment</i></p> <p>3.2.2 <i>Oncology treatment</i></p> <p>3.2.3 <i>Prescription and preparation of chemotherapy</i></p> <p>3.2.4 <i>Acute side effects of head and neck curative (chemo)radiotherapy</i></p> <p>How to deal with follow-up after curative treatment</p> <p>3.3.1 <i>Generalities about follow-up in oncology</i></p> <p>3.3.2 <i>Chronic toxicity of chemoradiotherapy.</i></p>
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	<p>1.5.1 Monitoring and management of extravasation during chemotherapy administration</p> <p>1.5.2 Monitoring and management of infusion reactions during chemotherapy administration</p>		
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## Session 4 Content Mapping: PALLIATIVE CARE FOR CANCER PATIENTS

	Lesson 1	Lesson 2	Lesson 3
Lesson Title	A OVERVIEW OF PALLIATIVE CARE AND HOLISTIC APPROACH TO CANCER CARE	ADVANCED PAIN AND SYMPTOM MANAGEMENT STRATEGIES AT THE END OF LIFE	ISSUES AND STRATEGIES FOR COMMUNICATION WITH CANCER PATIENTS
Lesson/Learning outcomes	<p>Discuss the principles, components and goals of palliative care</p> <p>Summarize the principles and goals of a holistic approach to cancer care</p> <p>Outline the essential components of quality palliative care service</p> <p>Describe the palliative care subtypes</p> <p>Explain the main considerations for cancer palliative care management</p> <p>Describe where, when and how palliative care is offered</p>	<p>Describe the concept of total pain in cancer care</p> <p>Choose and prescribe the appropriate medications to manage cancer-related pain and other common symptoms</p> <p>Safely administer medication for cancer-related pain and the breakthrough of the pain, and for other common symptoms</p> <p>Develop appropriate symptom management strategies to provide comfort care at the end of life</p>	<p>Outline the principles for open and respectful communication with patients at the end of life phase of their illness</p> <p>Use effective techniques to communicate with cancer patients throughout the illness trajectory and cancer care continuum</p> <p>Explain the importance of effective communication in providing quality care service for patients at the end of life</p> <p>Describe the factors for consideration when engaging in difficult conversations with, and about a cancer patient</p> <p>Demonstrate the ability to initiate communication for breaking bad news.</p>

Lesson sub-topics	<p>1.1 The principles for providing palliative care for cancer patients</p> <p>1.1.1 The goals and essential components of palliative care</p> <p>1.1.2 Palliative care subtypes</p> <p>1.2 The management and logistical considerations for cancer palliative care</p> <p>1.2.1 An interdisciplinary approach</p> <p>1.2.2 The palliative care continuum</p> <p>1.2.3 Settings where palliative care is provided</p>	<p>2.1 Total pain in cancer management and care</p> <p>2.1.1 Types of pain</p> <p>2.1.2 Classification of pain</p> <p>2.1.3 Pain assessment</p> <p>2.2 Pain treatment and management for cancer patients</p> <p>2.3 Management of common symptoms alongside pain in cancer patients</p> <p>2.3.1 Respiratory symptoms for cancer patients</p> <p>2.3.2 Gastrointestinal (GIT) symptoms common in cancer patients</p> <p>2.3.3 Nutrition and hydration in patients with advanced cancer disease</p> <p>2.3.4 Wound and skin symptoms - Fungating wounds/pressure sores</p> <p>2.4 Implications of pain and symptoms management in end of life cancer palliative care</p>	<p>3.1 Effective communication in palliative care and related moments</p> <p>3.1.1 <i>Communication on diagnosis</i></p> <p>3.1.2 <i>Communication during treatment and at the end of life</i></p> <p>3.2 Aspects of care promoted by effective communication</p> <p>3.3 The role of the health care professional in promoting effective communication</p> <p>3.4 A patient centered approach to communication</p> <p>3.4.1 Communication behaviours valued by patients and families</p> <p>3.4.2 The role of the healthcare professional (HCPs) in patient centered communication</p> <p>3.5 Barriers to effective communication in cancer care</p> <p>3.5.1 Tackling some of the communication barriers</p> <p>3.5.2 Breaking news about cancer</p>
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## Session 5 Content Mapping: PUTTING IT ALL TOGETHER: A PATIENT'S JOURNEY IN ONCOLOGY CARE STRENGTHENING HEALTH SYSTEMS

	Lesson 1	Lesson 2	Lesson 3
Lesson Title	KNOWLEDGE ON PREVENTION, SCREENING AND DIAGNOSIS OF CANCERS	BASIC COORDINATION AND MANAGEMENT FOR CANCER TREATMENT AND CARE	CANCER SURVIVORSHIP: MAINTAINING CARE TO SUSTAIN QUALITY OF LIFE
Learning outcomes	<p>Explain their navigation roles as health care workers in the prevention of cancers.</p> <p>Identify gaps and opportunities for the prevention of the five (5) cancers mostly treated in Botswana.</p> <p>Illustrate ways of promoting screening for cancer as a prevention measure for some cancers</p> <p>Discuss the challenges that are faced by Health Care Workers and patients during screening and how they can be addressed.</p> <p>Discuss the pathway from pre-diagnosis (presentation at clinic) to patient receiving results.</p> <p>Discuss the pathway involved in diagnosis for the common cancers and what Health Care Workers should do to improve oncology care</p>	<p>Discuss availability of treatments in Botswana</p> <p>Identify challenges in the cancer care service processes and their role in closing them.</p> <p>Explain the referral process for the patients to access cancer treatment</p> <p>Identify challenges faced by health care workers when referring patients for cancer services</p> <p>Identify challenges faced by patients accessing cancer care and treatment services.</p> <p>Understand the impact of interruptions to and delay in accessing treatment</p>	<p>Describe the cancer survivorship continuum from diagnosis to during and after cancer treatment</p> <p>Develop a follow-up care and surveillance plan for patients' post-cancer treatment for the 5 common cancers</p> <p>Manage the long-term and late effects of cancer treatment for cancer survivors</p> <p>Develop a rehabilitation plan of care for cancer survivors</p> <p>Integrate health promotion into cancer survivorship care</p>
Lesson sub-topics	Prevention and screening of cancers in Botswana	2.1 Cancer treatment and care in the Botswana public health sector	3.1 Planning for cancer survivorship care

<p>1.1.1 Scope of cancer prevention</p> <p>1.1.2 Levels of cancer prevention</p> <p>1.1.3 Opportunities for cancer prevention</p> <p>1.2 The role of health managers</p> <p>1.2.1 Proactively understanding needs and local provision</p> <p>1.2.2 An integrated approach to cancer prevention</p> <p>1.3 The role for clinicians</p> <p>1.3.1 A preventative approach</p> <p>1.3.2 Information and advice</p> <p>Diagnosis and early detection of cancer</p> <p>1.4.1 Pathway from pre-diagnosis to patient receiving results</p> <p>1.4.2 Challenges in the cancer diagnosis service processes</p> <p>Early detection of cancer</p> <p>1.5 Risk reduction for the 5 cancers commonly treated in Botswana (breast, cervical, prostate, head &amp; neck, and lymphoma)</p>	<p>2.1.1 The referral process for the cancer patient to access treatment</p> <p>2.1.2 Challenges faced by health care workers when referring patients</p> <p>Challenges faced by patients in accessing oncology services</p> <p>2.1.4 Understanding the impact of interruptions and delay in starting cancer treatment</p> <p>Patient management in cancer treatment and care</p> <p>Pre-chemotherapy considerations</p> <p>Living with chemotherapy and aftereffects</p>	<p>3.2 The general principles of cancer survivorship care</p> <p>3.2.1 Surveillance for recurrence of primary cancers</p> <p>3.2.2 Screening for development of a secondary and new primary malignancies</p> <p>3.2.3 Monitoring long term and late effects of cancer treatment</p> <p>3.2.4 Addressing psychosocial consequences of treatment and fear of recurrence</p> <p>3.2.5 Maintaining wellness and health promotion of cancer survivors</p> <p>3.3 Survivorship and care for the five commonly treated cancers in Botswana</p>
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	1.5.1 Risk reduction for cervical cancer  1.5.2 Risk-reduction for prostate cancer  1.5.3 Risk-reduction for breast cancer		
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## **Appendix 3: Cancer Kitso: Clinical Management – Level 1, Manual of Operations**

### **Cancer Kitso: Clinical Management – Level 1**

#### **Manual of Operations**

**September 14, 2022**

#### **A collaboration between:**

1. Botswana Ministry of Health
2. Botswana-Rutgers Partnership for Health
3. Lesotho Ministry of Health
4. Rutgers Global Health Institute, Rutgers Cancer Institute of New Jersey, Rutgers School of Nursing, and Rutgers Ernest Mario School of Pharmacy
5. Tanzania Ministry of Health
6. University of Botswana
7. University of Dodoma

#### **Supported by a grant from:**

Bristol Myers Squibb

#### **Coordinating Center:**

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Plot 4755, Notwane Road

Block 244F

## **I      COLLABORATING INSTITUTIONS**

Rutgers Global Health Institute

Rutgers University

112 Paterson St  
New Brunswick  
NJ 08901

Rutgers Cancer Institute of New Jersey  
195 Little Albany St  
New Brunswick  
NJ 08901

Rutgers School of Nursing  
110 Paterson St  
New Brunswick  
NJ 08901

Ernest Mario School of Pharmacy  
160 Frelinghuysen Rd  
Piscataway  
NJ 08854

Botswana-Rutgers Partnership for Health  
University of Botswana  
Plot 4775, Notwane Road  
Block 244F

University of Botswana Faculty of Health Sciences  
Plot 4775, Notwane Road  
Block 244F  
University of Dodoma  
Kikuyu Avenue  
Dodoma  
Tanzania

Lesotho Ministry of Health  
Constitution Rd  
Maseru  
Lesotho

## II COORDINATING TEAM

### **Botswana Based Staff**

#### **Program Manager**

Refeletswe Lebelonyane

Botswana-Rutgers Partnership for Health

Mobile: +267 71329927

Email: [rlebelonyane@globalhealth.rutgers.edu](mailto:rlebelonyane@globalhealth.rutgers.edu)

#### **Program Coordinator**

Morongwa Legwaila

Botswana-Rutgers Partnership for Health

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#### **Telehealth Coordinator (IT Support)**

Vusikhaya Ndaba

Botswana-Rutgers Partnership for Health

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Email: [vndaba@globalhealth.rutgers.edu](mailto:vndaba@globalhealth.rutgers.edu)

### **United States Based Staff**

#### **Principal Investigator**

Richard Marlink

Rutgers Global Health Institute

Email: [rmarlink@globalhealth.rutgers.edu](mailto:rmarlink@globalhealth.rutgers.edu)

#### **Senior Program Coordinator (Rutgers)**

Reena Antony

Rutgers Global Health Institute

Email: [rantonys@globalhealth.rutgers.edu](mailto:rantonys@globalhealth.rutgers.edu)

#### **Senior Research Manager**

Kirthana Sharma

Rutgers Global Health Institute

Mobile: +61 425 341 505

Email: [ksharma@globalhealth.rutgers.edu](mailto:ksharma@globalhealth.rutgers.edu)

## Clinical Instructors Contact Information

Name	Designation & Entity	Email Address
Bunga, Antonia	Oncologist, Zeta Oncology Clinic	<a href="mailto:juliantmedical@gmail.com">juliantmedical@gmail.com</a>
Gaolebale, Babe	Palliative Care Specialist, PMH	<a href="mailto:gaoilebalebegg@gmail.com">gaoilebalebegg@gmail.com</a>
Kebuang, Keabaka	Oncology Nurse, PMH	<a href="mailto:keabakakebuang@gmail.com">keabakakebuang@gmail.com</a>
Khutjwe, Joyce	Lecturer, University of Botswana	<a href="mailto:khutjwej@ub.ac.bw">khutjwej@ub.ac.bw</a>
Lobatse, Chaikhwa	Nurse, Sekgoma	<a href="mailto:clobatse@gmail.com">clobatse@gmail.com</a>
Mburu, Goitseone	Palliative Care Nurse, PMH	<a href="mailto:gmburu76@gmail.com">gmburu76@gmail.com</a>
Raesima, Mmakgomo	Public Health Specialist, MoH	<a href="mailto:mraesima@gmail.com">mraesima@gmail.com</a>
Setlhako, Dipho	Oncologist, PMH	<a href="mailto:dipho2307@yahoo.com">dipho2307@yahoo.com</a>
Swart, Carl	Lecturer, University of Botswana	<a href="mailto:swartn@ub.ac.bw">swartn@ub.ac.bw</a>
Tangane, Gomolemo	Oncologist, Orapa Mine Hospital	<a href="mailto:gmtangane@gmail.com">gmtangane@gmail.com</a>

## III PURPOSE OF THE MANUAL

This manual provides the operation process for the Cancer Kitso Training Program Coordinating Team. The aim is to help BRPH team understand the processes for different components of the training program. The manual provides guidance for the team to perform their functions correctly and covers operations from curriculum development to the conclusion of the Phase I implementation of the training program in Botswana.

## IV ACRONYMS

BRPH	Botswana-Rutgers Partnership for Health
BQA	Botswana Qualifications Authority
HCP	Healthcare Provider
HIT	Health Information Technology
HRDC	Human Resource Development Council
NRH	Nyangabgwe Referral Hospital
PMH	Princess Marina Hospital
RGHI	Rutgers Global Health Institute

The BRPH implementation team, regardless of their assigned roles will understand and appreciate the specific requirements and procedures for Cancer Kitso training initiative.

The *Cancer Kitso: Clinical Management – Level 1* training course is dedicated to strengthening care delivery through an oncology provider training for cancer care teams in Botswana, Lesotho, and Tanzania.

The BRPH is responsible for implementation, monitoring, evaluation, and compliance of the Cancer Kitso training program with technical guidance and oversight from Rutgers Global Health Institute.

## **V Team Member Roles and Responsibilities**

### **Program Manager**

Manage the day-to-day operations for Cancer Kitso. Facilitate different types of meetings including for key stakeholders, training sites, and writing team coordinators. Manage the consultants' deliverables and outcomes, administrative and budget management. Supervise the Program Coordinator and IT Coordinator. Accountable for the delivery, monitoring and evaluation of the Cancer Kitso training program. The program manager is the point of contact for Rutgers Global Health Institute team.

### **Program Coordinator**

Coordinates and facilitates training information between clinical instructors, participants, and content development team. Assists in the production and distribution of Cancer Kitso education course materials, training schedules, and communicates information between different stakeholders. Provides administrative and operational support for clinical instructors, site focal points, and coordinates communication and information flow between the different stakeholders, especially the participants and clinical instructors. Reviews all the training materials before they are uploaded onto MS Teams. Monitors attendance for in-person, online, and asynchronous sessions. Deploys the course evaluation, instructors' feedback, and facilitates small group discussion on how to improve the training program.

### **IT Coordinator**

Performs general problem solving and assistance on Zoom and MS Teams, the Cancer Kitso IT applications. Collaborates with each site IT staff to troubleshoot the IT-related issues. Creates user guides for participants and clinical instructors on how to access and navigate MS Teams.

Participates in LIVE sessions as IT support. Is available offline for IT technical assistance for participants and clinical instructors. Performs miscellaneous job-related duties as assigned.

## VI PRE-TRAINING ACTIVITIES

### 1. Curriculum Development and Delivery

Responsible: Curriculum Development Specialist, Rutgers Senior Program Coordinator

The development of the Cancer Kitso Training curriculum involves the following tasks:

- i. Development and sharing of a curriculum blueprint
- ii. Development and sharing of a session development and writing guide
- iii. Continuous editing of session content
- iv. Review and feedback of content from the five training modules to ensure uniformity, consistency, and flow
- v. Design and collation of session documents and content
- vi. Summative assessment design and development
- vii. Development and sharing of a participant handbook
- viii. Program accreditation from the Human Resource Development Council (HRDC) and Botswana Qualifications Authority (BQA)
- ix. Rutgers digital badge application
- x. Delivery of a completed curriculum and syllabus

### 2. Documentation of Meeting Minutes

Responsible: BRPH Program Coordinator

MS Teams Location > Cancer KITSO Curriculum Development > Documents > General > [004. Meeting Minutes](#)

The documentation of all pertinent meetings on curriculum development, training program logistics, etc. This pertains to the following meetings:

- i. Weekly writing group coordinator's meetings
- ii. Local team meetings
- iii. Session oriented meetings
- iv. BRPH / Rutgers internal meetings
- v. Meetings with the curriculum development specialist

### 3. Introductory Site Visits and Continuous Communication with Training Sites

Responsible: BRPH Program Manager

MS Teams Location > Cancer Kitso Admin > Documents > General > [Site Introductory Visits](#)

The introduction of the training program to the training sites:

- a. Botswana (Princess Marina Hospital, Sekgoma Memorial Hospital, Nyangagbwe Referral Hospital, Letsholathebe II Memorial Hospital)
- b. Tanzania
- c. Lesotho

Tasks include:

- i. Introductory in-person meetings, including an introductory presentation
- ii. Documentation that these introductory visits have taken place (attendance register)
- iii. Determination of a focal person at the management level
- iv. Communication of need for trainees
- v. Continuous communication with site focal persons for any updates or changes to the training program and its structure

#### 4. **Quarterly Reports**

Responsible: BRPH Program Manager, BRPH Program Coordinator

MS Teams Location > Cancer KITSO Curriculum Development > Cancer Kitso Management > [004. BMS Reports \(locked folder\)](#)

Creation of a slide deck every quarter for presentation to Bristol-Myers Squibb.

#### 5. **Development of Manual of Operations**

Responsible: BRPH Program Coordinator, Rutgers Senior Program Coordinator

This includes the development, sharing and continuous updating of the Manual of Operations (this document).

Tasks include:

- i. Development of the Manual of Operations
- ii. Obtaining approval of the Manual from the RGHI Director, BRPH Program Manager and RGHI Senior Program Coordinator
- iii. Continuous review and updating of the Manual

#### 6. **Participant Selection / Recruitment**

Responsible: BRPH Program Coordinator

Accompanying form: Site Visit Form

Participant selection to be determined by the four-site management level focal persons and communicated to the BRPH Program Coordinator, who is to register participants on the [Site Visit Form](#).

## **7. Site and Participant and Technological Readiness Assessment**

Responsible BRPH IT Coordinator

MS Teams Location > Cancer KITSO Curriculum Development > Cancer Kitso Management > [Site Visit Form](#)

Accompanying form: Site Visit Form

An assessment of facility readiness, and determination of equipment required for trainees to participate effectively in the training sessions.

Tasks Include:

- i. Ensure that equipment that was provided by the Health Information Technology (HIT) Assessment is functional
- ii. Identify of space / room for training and determination of appropriateness for training
- iii. Determine of type of support each participant will require to participate away from the facility – internet capable device, internet connectivity device (tablet and modem, or data)
- iv. Identification of Training Coordinator or Focal Point of Contact and IT staff at each facility
- v. Act as IT support for the training program for Botswana, Lesotho, and Tanzania
- vi. Act as the IT support for the clinical trainers (prep and LIVE sessions)

## **8. Participant Onboarding**

Responsible: BRPH Program Manager, BRPH Program Coordinator, IT Coordinator

An orientation that involves familiarizing participants with the training program and the MS Teams user platform. Participants are to email the Program Coordinator for training related issues. Participants are to email the IT Coordinator for IT-related issues.

The BRPH Program Manager will ensure all site participants are onboarded to the Cancer Kitso training program.

The BRPH IT Coordinator will ensure all participants have access to MS Teams.

The IT Coordinator will ensure that all participants are familiar with the procedure to connect to each training session and will also work with the IT support at the four sites to develop a contingency plan for interruptions in connectivity, or any other technical issues arising during the sessions.

## **9. Preparation for LIVE sessions**

Accompanying form:

MS Teams Location: Cancer Kitso Participant Portal > [General](#)

LIVE sessions will be recorded by the IT Coordinator.

The Program Coordinator must upload session materials onto MS Teams four days before the LIVE session and communicate the links for the upcoming sessions through email.

The Program Coordinator must confirm clinical instructors and back-up instructors in case a primary instructor has a conflict.

The IT Coordinator must take attendance at all sessions. (Attendance recorded in the document on [MS Teams at this link.](#))

## **10. Program Accreditation**

Responsible: Curriculum Development Specialist

Obtaining program accreditation from the Human Resource Development Council (HRDC) and the Botswana Qualifications Authority (BQA).

## **11. Obtaining of Digital Badge**

Responsible: RGHI Senior Program Coordinator

The RGHI Senior Program Coordinator will coordinate the production of the Digital Badge for this course, and its final distribution to those participants who meet the set criteria for obtaining the badge.

## **12. Storage of Training Material**

Responsible: BRPH Program Coordinator, BRPH IT Coordinator

MS Teams Location:

Training material is to be stored online on MS Teams in two locations:

- i. Cancer Kitso Curriculum Development Channel (responsible: BRPH Program Coordinator)
- ii. [University of Botswana Teams Participant Portal](#) (responsible: BRPH IT Coordinator)

## VII TRAINING IMPLEMENTATION

### 1. Training (Content Delivery)

Responsible: Clinical instructors, BRPH Program Manager, BRPH Program Coordinator, Rutgers Senior Program Coordinator, BRPH IT Coordinator

The Coordinating Team will collaborate with clinical instructors to ensure presentation materials are uploaded onto MS Teams in a sequential manner.

The BRPH Program Coordinator and Manager are to ensure instructors are present at the prep, LIVE, and debriefing sessions and also, identify a back-up instructor in case an instructor is unable to attend.

The BRPH Program Coordinator to Liaise with course instructors to ensure that training sessions take place at the allotted times.

### 2. Tracking and Documentation of Participant Attendance

Responsible: BRPH IT Coordinator

Accompanying Form: Participant Attendance Tracker

MS Teams Location: Cancer Kitso Curriculum Development > Documents > General > 007. Monitoring and Evaluation > Participant Tracking Tool > [Cancer Kitso Attendance Tracker](#)

Tracking participant attendance for all training sessions, completing the *Participant Attendance Tracker*, and communicating attendance statistics to the BRPH Program Manager and Curriculum Development Specialist.

Documentation of participant attendance of lectures. Attendance of at least 60% of lectures is required by all participants, while stressing the importance of using the recorded session on the MS Teams Participant Portal to make up for absences. The IT Coordinator is to inform the BRPH Program Manager of any participant with a lower attendance rate.

### 3. Technology Troubleshooting

Responsible: BRPH IT Coordinator

Responding to and resolving all technical queries and challenges with the training platform through continuous communication with site IT focal persons. The BRPH IT Coordinator is to communicate all technological challenges to the Cancer Kitso Program Coordinator and BRPH Program Manager.

#### **4. Clinical Rotations (Practical for Trainees in Gaborone)**

Responsible team member: BRPH Program Manager, PMH Head of Oncology

On completion of the course and on attainment of the Digital Badge, a week-long practical will take place at the PMH in Gaborone. For trainees to be released from their duties for that period and for them to be supported financially by the MoH, approval from the MoH is required. The BRPH Program Manager is to request the MoH to write a memo to the four training sites.

Tasks include:

- i. Writing a letter to the MoH requesting communication to sites to allow trainees to attend the weeklong practical at the PMH in Gaborone
- ii. Documentation of attendance of the clinical rotations, as provided by the BRPH Program Coordinator
- iii. Confirmation of course completion by all trainees

The BRPH Program Manager will collaborate with PMH and UB oncologists, nurses, and pharmacists to ensure the proper implementation of these clinical rotations

#### **5. Training Evaluation**

Responsible team member: Rutgers Senior Program Coordinator, BRPH Program Manager, Curriculum Development Specialist

All tools are located on MS Teams > Cancer Kitso Curriculum Development > Documents > General > [007. Monitoring and Evaluation](#)

## Appendix 4: Cancer Kitso: Clinical Management – Level 1, Participant Handbook

### Welcome

Welcome to the Cancer Kitso: Advanced Clinical Management – Level 1 training course. The Ministry of Health and faculty extends a warm welcome and looking forward to mentoring and guiding you in oncology care.

The Cancer Kitso experience is slightly different than your previous academic and professional development experiences. First our program is hybrid which means some of the classes will be online while others are in person in a classroom at your health care facility.

You are able to access the training materials 24 hours a day, 7 days a week. We want you to review the materials and resources in advanced of each session as a backgrounder for the learning experience.

The content is presented as a professional development course and requires significant contributions and participation from you. The faculty will reinforce the content through guided discussion activities, feedback, and other assessment activities. Our goal is to equip you with the knowledge, skills, resources, and tools to improve your clinical performance in cancer care and prevention. Our faculty are oncology specialists from different health professions fields including medicine, nursing, and pharmacy. You will be treated as a professional and a colleague, and we are assured that you will return that respect to the faculty.

Please review this handbook carefully and keep it accessible as you continue through the program.

### Introduction to Cancer Kitso

The Cancer Kitso: Clinical Management – Level 1 is a unique hybrid provider education program that brings together the clinical workforce to strengthen cancer care and prevention in Botswana. Through this program, we will educate you on the clinical management skills, help strengthen your cancer care team as a collaborative team, identify team-based and hands-off strategies to standardize referral pathways for cancer patients, and enhance the quality of patient care at each cancer center. At the end of the program, we will offer a digital badge in Cancer Kitso: Clinical Management – Level 1 to participants who receive 80% or more on the final exam.

A digital badge is a visual representation of learned skills and knowledge that you can insert to onto your email signature, resume or curriculum vitae, LinkedIn profile, or any other ePortfolios as evidence of learning. The digital badge also informs your employer that you acquired new knowledge from this training program.

## Program Staff and Faculty

### Program Staff

Role	Name	Email
Director	Richard (Ric) Marlink, MD	rmarlink@globalhealth.rutgers.edu
Program Director	Tendani Gaolathe, MD	tgaolathe@globalhealth.rutgers.edu
Program Manager	Refeletswe Lebelonyane, MD	rlebelonyane@globalhealth.rutgers.edu
Cancer Kitso Coordinator	Morongwa (Mo) Legwaila	mlegwaila@globalhealth.rutgers.edu
IT Support	Vusi Ndaba	vndaba@globalhealth.rutgers.edu

Program Phone: (+267) 71514309

Program Email: cancerkitso@globalhealth.rutgers.edu

### Program Faculty

Name	Designation & Entity
Farooq, Faheem	Hematology/Oncology Fellow, Rutgers Robert Wood Johnson University Medical School
Gaolebale, Babe	Palliative Care Specialist
Kamanga, Boitumelo	Nurse, Princess Marina Hospital
Kebuang, Keabaka	Oncology Nurse, Princess Marina Hospital
Kgatlwane, Joyce	Pharmacist, University of Botswana School of Pharmacy
Khutjwe, Joyce	Oncology and Palliative Care Specialist, UB School of Nursing
Lerner, Jennifer	Advanced Practice Nurse, Rutgers Cancer Institute of New Jersey
Lobatse, Chaikhwa	Oncology Nurse Trainee, Sekgoma Memorial Hospital
Mburu, Goitseone	Palliative Care Nurse, Princess Marina Hospital

Migeotte, Ariane	Oncologist, Pole Hospitalier Jolimont
Park, Jiyeon	Pharmacist, Rutgers University
Ralefala, Tlotlo	Oncologist, Princess Marina Hospital
Setlhako, Dipho	Oncologist, Princess Marina Hospital
Swart, Carl	Oncology and Palliative Care Practitioner, UB School of Nursing
Vuylsteke, Peter	Oncologist, UB School of Medicine, Princess Marina Hospital
Willard, Suzanne	Clinical Professor, Rutgers School of Nursing
Qureshi, Sadaf	Hematology/Oncology Fellow, Rutgers Robert Wood Johnson University Hospital

### **Program Goals and Competencies**

The goal of the Cancer Kitso: Advanced Clinical Management in Oncology is to enhance the clinical workforce capacity that improve health outcomes related to cancer prevention, early detection, treatment, palliative and survivorship care.

The training program includes:

- Cancer basics and navigation from symptoms to treatment planning
- Cancer treatment modalities, drug therapies, and adverse effects
- Palliative care for cancer patients
- Strengthening health systems: a patient journey in oncology care

The competencies are:

- Explain carcinogenesis process
- Understand the hallmark signs of cancer, diagnosis, and staging procedures
- Describe the clinical pathways of the common cancers in Botswana
- Understand the principles of surgery, radiation therapy, chemotherapy and oncology therapeutics
- Summarize holistic approaches to palliative care
- Explain strategies for advanced pain and symptoms management
- Apply different communication tools and techniques to communicate information to patients, families, and other health care team members
- Describe the available treatment options in Botswana
- Explain the referral process for cancer patients
- Identify red flags that impacts cancer treatment and care

## Training Schedule

Title	Session Dates and Times
Session 1: Cancer basics and navigation from symptoms to treatment planning  Faculty: Peter Vuylsteke, Carl Swart Guest lecturers: Antonia Bunga	19 - 20 September: F/town  26 - 27 September: Maun & Serowe  5 - 6 October: Gaborone
Session 2: Cancer treatment modalities, drug therapies, and adverse effects – Part 1	12 – 13 October Online
Session 3: Cancer treatment modalities, drug therapies, and adverse effects – Part 2	19 – 20 October Online
Session 4: Palliative care for Cancer Patients	26 – 27 October Online
Session 5: Strengthening health systems: a patient journey in oncology care	2 – 3 November Online
Final Exam	9 – 10 November

All training sessions are scheduled to take place from 15:00 – 17:00.

## Computer Requirements

Participants are required to use a computer or laptop with integrated webcam and microphone that is a maximum of two years old. The general specifications should include an Intel Core5 processor (or equivalent) or better, and 6GB RAM or higher

Internet connection with a bandwidth of at least 8 Mbps

Up-to-date MS Teams app

Suggested requirements

## Participating at Your Healthcare Facility

For group participation within the facility, you can share the connected device and screen, camera and microphone with your peers from the designated location within the facility (conference room or board room).

Individual participation within the facility might prove challenging. In addition to the computer described above, you would need an internet connection with high bandwidth, but the more

people that are connected to same network device, the poorer the connection will perform. Please see your local IT contact person for any available options for connection in your facility:

- *Princess Marina Hospital*: Pelontle Mmolawa
- *Sekgoma Memorial Hospital*: Kgomotso Makwati
- *Nyangabwe Memorial Hospital*: Mbatshi William
- *Letsholathebe II Memorial Hospital*: Letty Moshoeshoe

You will also need access to a quiet place where you can participate uninterrupted for the duration of that particular session.

#### Participating Outside Your Healthcare Facility

To connect to the program from outside your facility, you will need an internet connection with a bandwidth of at least 8 Mbps, a laptop as described above, and a quiet place where you can be uninterrupted for the duration of the session. Connection credentials will be provided via email and/or other means (e.g., WhatsApp) in advance of each session.

#### **MS Teams to Access Training Materials**

MS Teams will be used extensively throughout the training program for announcements, assignments, and communication. It is the participant's responsibility to familiarize themselves with MS Teams and check it regularly. If you have difficulties accessing MS Teams please contact IT Support, Vusi Ndaba, at [cancerkitso@globalhealth.rutgers.edu](mailto:cancerkitso@globalhealth.rutgers.edu).

#### **Enrollment Status**

Participants are expected to attend the classes. If you need to miss a class, please email Mo Legwaila, the Cancer Kitso Coordinator, at [cancerkitso@globalhealth.rutgers.edu](mailto:cancerkitso@globalhealth.rutgers.edu) to get instructions on independent learning.

#### **Grading Policy**

This is a pass / fail training program. Participants must receive an 70% or above on the final exam to pass the course.

#### **Digital Badge**

To acquire the digital badge 'Cancer Kitso: Clinical Management - Level 1' upon completion of the course, you must earn a grade of 70% or above.

A digital badge is a visual representation of learned skills and knowledge that you can insert to onto your email signature, resume or curriculum vitae, LinkedIn profile, or any other ePortfolios as evidence of learning. The digital badge also informs your employer that you acquired new knowledge from this training program.

## Appendix 5: Cancer Kitso: Clinical Management – Level 1, Schedule for Botswana

### Session 1: Cancer Basics and Navigation from Symptoms to Treatment Planning

<b>Dates</b>	19 – 20 September 2022
<b>Location</b>	Francistown
<b>Time</b>	15:00 – 17:00
<b>Target Audience</b>	Medical officers, nurses, pharmacists, social workers

<b>Dates</b>	26 – 27 September 2022
<b>Location</b>	Maun & Serowe
<b>Time</b>	15:00 – 17:00
<b>Target Audience</b>	Medical officers, nurses, pharmacists, social workers

<b>Dates</b>	5 – 6 October 2022
<b>Location</b>	Gaborone
<b>Time</b>	15:00 – 17:00
<b>Target Audience</b>	Medical officers, nurses, pharmacists, social workers

### Session 2: Cancer Treatment Modalities, Drug Therapies and Adverse Events

<b>Dates</b>	12 - 13 October 2022
<b>Location</b>	Virtual (Zoom)
<b>Time</b>	15:00 – 17:00
<b>Target Audience</b>	Medical officers, nurses, pharmacists, social workers

### Session 3: Chemotherapy in Cancer Treatment and Care

<b>Dates</b>	19 - 20 October 2022
<b>Location</b>	Virtual (Zoom)
<b>Time</b>	15:00 – 17:00
<b>Target Audience</b>	Medical officers, nurses, pharmacists, social workers

#### **Session 4: Palliative Care for Cancer Patients**

<b>Dates</b>	26 – 27 October 2022
<b>Location</b>	Hybrid
<b>Time</b>	15:00 – 17:00
<b>Target Audience</b>	Medical officers, nurses, pharmacists, social workers

#### **Session 5: Putting it All Together: A Patient's Journey in Oncology Care - Strengthening Health Systems**

<b>Dates</b>	2 – 3 November 2022
<b>Location</b>	Virtual (Zoom)
<b>Time</b>	15:00 – 17:00
<b>Target Audience</b>	Medical officers, nurses, pharmacists, social workers

## Appendix 6: Lesotho Train the Trainer/PMH Training Participants List

Full Name	Profession	Facility	Email Address	Phone Number
Kabelo Mputsoe	Clinical Oncologist	Senkatana Oncology Center	kbeemasilo@gmail.com	+266 62343547
Puleng Matee	Oncology & Pall. Care Nurse	Senkatana Oncology Center	angiematee@gmail.com	+26656238878
Polo Seshea	Pharmacist	Senkatana Oncology Center	poloseshea@gmail.com	+26659698146
Leanya Mapoulo	Medical Officer	Senkatana Oncology Center	leanyamapoulo@gmail.com	+266 63149401
Botshelo Kahum	Medical Officer	PMH Oncology Dept.	botshelokahum@yahoo.com	+267 72385076
Tafadzwa Marata	Medical Officer	PMH Oncology Dept.	taffiedoc08@gmail.com	+267 75015362

## Appendix 7: Cancer Kitso: Clinical Management - Level 1 - Lesotho ToT/PMH Training Schedule

**Venue:** Indaba Lodge, Gaborone

**Facilitator:** Dr. Refeletswe Lebelonyane

Session 1: Cancer Basics and Navigation from Symptoms to Treatment Planning

Session 2: Cancer Treatment Modalities, Drug Therapies, and Adverse Effects

Session 3: Chemotherapy in Cancer Treatment and Care

Session 4: Palliative Care for Cancer Patients

Session 5: Putting it All Together: A Patient's Journey in Oncology Care – Strengthening Health Systems

### 23 July 2023

Arrival of instructor and trainees from Lesotho.

### Day 1 - 24 July 2023

Time	Session, Lesson	Description	Course Instructors
08:00 – 08:15		Welcome, opening remarks, introductions (Dr. Refeletswe Lebelonyane)	
08:15 – 08:30		Training overview and objectives (Morongwa Legwaila)	
08:30 – 09:30	Session 1, Lesson 1	The Carcinogenesis, Hallmarks of Cancer, and Epidemiology of Common Cancers	Dr. Antonia Bunga

09:30 – 10:30	Session 1, Lesson 2	Cancer Diagnosis and Staging Procedures	Dr. Peter Vuylsteke
10:30 – 10:45	<b>Tea Break</b>		
11:45 – 12:45	Session 1, Lesson 3	Navigation from Cancer Clinical Red Flags to Treatment Decision-Making: the Five Commonly Treated Cancers in Lesotho (Botswana)	Dr. Kabelo Mputsoe / Dr. Antonia Bunga
12:45 – 13:00	<b>Q&amp;A</b>		
13:00 – 13:45	<b>Lunch Break</b>		
13:45 – 14:45	Session 2, Lesson 1	Surgery in Cancer Treatment and Management	Dr. Antonia Bunga
14:45 – 15:45	Session 2, Lesson 2	Radiation Therapy for Cancer Treatment and Management	Dr. Gomolemo Tangane
15:45 – 16:45	Session 2, Lesson 3	Hormonal and Targeted Systemic Therapy for Cancer Treatment and Care Management	Dr. Antonia Bunga
16:45 – 17:00	<b>Q&amp;A</b>		

## Day 2 - 25 July 2023

Time	Session, Lesson	Description	Course Instructors
08:00 – 08:15	<b>Recap (Dr. Carl Swart / Dr. Penny Moanakwena)</b>		
08:15 – 09:15	Session 3, Lesson 1	Chemotherapy Prescription, Preparation, and Administration	Dr. Carl Swart
09:15 – 10:15	Session 3, Lesson 2	General Side Effects Associated with Cancer Chemotherapy	Dr. Kabelo Mputsoe / Dr. Peter Vuylsteke
10:15 – 10:30	<b>Tea Break</b>		
10:30 – 11:30	Session 3, Lesson 3	Management of and Oncology Patient During and After Chemotherapy Treatment	Dr. Kabelo Mputsoe / Dr. Peter Vuylsteke
11:30 – 12:30	Session 4, Lesson 1	An Overview of Palliative Care and Holistic Approach to Cancer Care	Dr. Babe Gaolebale / Dr. Carl Swart / Goitseone Mburu

12:30 – 13:30	<b>Lunch Break</b>		
13:30 – 14:30	Session 4, Lesson 2	Advanced Pain and Symptom Management in Cancer	Dr. Babe Gaolebale / Dr. Carl Swart / Goitseone Mburu
14:30 – 15:30	Session 4, Lesson 3	Issues and Strategies for Communication with Cancer Patients	Dr. Babe Gaolebale / Dr. Carl Swart / Goitseone Mburu
15:30 – 16:30	<b>Tour of the Princess Marina Hospital Oncology Department</b>		

### **Day 3 – 26 July 2023**

Time	Session, Lesson	Description	Course Instructors
08:00 – 08:15	<b>Recap (Dr. Carl Swart)</b>		
08:15 – 09:15	Session 5, Lesson 1	Prevention of Cancers: Screening and Diagnosis	Dr. Tiny Masupe
09:15 – 10:15	Session 5, Lesson 2	Coordination and Management for Cancer Treatment and Care	Dr. Dipho Setlhako
10:15 – 11:15	Session 5, Lesson 3	Cancer Survivorship: Maintaining Care to Sustain Quality of Life	Chaikhwa Lobatse
11:15 – 11:30	<b>Evaluation / Q&amp;A</b>		
11:30 – 11:45	<b>Tea Break</b>		
11:45 – 12:15	<b>Exam Process and Certifications (Vusi Ndaba)</b>		
12:15 – 13:15	<b>Way Forward (Dr. Refeletswe Lebelonyane)</b>		
13:15 – 14:00	<b>Lunch Break</b>		
14:30 – 15:30	<b>Tour of the Sir Ketumile Masire Teaching Hospital Oncology Unit</b>		

## Appendix 8. Lesotho/PMH Train the Trainer Evaluation Form

July 24-26, 2023

Thank you for participating in the course. Please take a few minutes to provide your feedback on the training program. Your responses will help us improve future training sessions. Your answers will be kept confidential.

1. Site:  Lesotho  Botswana

2. Gender:  Male  Female

3. Highest degree level:  PhD  Master's  Bachelor's  Diploma  Certificate

4. What is your title or clinical role?

<input type="checkbox"/> Physician	<input type="checkbox"/> Nurse
<input type="checkbox"/> Oncologist	<input type="checkbox"/> Pharmacist
<input type="checkbox"/> Medical Officer	<input type="checkbox"/> Pharmacy Technician
<input type="checkbox"/> Intern	<input type="checkbox"/> Other, please specify:

5. Age

<input type="checkbox"/> 18 - 24 years	<input type="checkbox"/> 35 – 44 years	<input type="checkbox"/> 55 – 64 years
<input type="checkbox"/> 25 – 34 years	<input type="checkbox"/> 45 - 54 years	<input type="checkbox"/> 65 and over

6. How would you rate the overall effectiveness of the training program? Please circle your response:

Not Effective	Somewhat Effective	Effective	Very Effective	Extremely Effective
1	2	3	4	5

7. Did the training content align with your expectations and learning objectives? Please explain.

8. How satisfied were you with the organization and structure of the training materials? Please circle your response:

Very dissatisfied	Dissatisfied	Neither Dissatisfied or Satisfied	Satisfied	Very Satisfied
1	2	3	4	5

9. Were the training materials presented in a clear and understandable manner? If not, please provide suggestions for improvement.

10. Did the training activities and exercises help reinforce the key concepts effectively? Please circle your response:

Not Effective	Somewhat Effective	Effective	Very Effective	Extremely Effective
1	2	3	4	5

11. Were there any specific topics or areas in the training that you found particularly beneficial? Please explain.

12. Were there any topics or areas in the training that you feel were lacking or not adequately covered? Please explain.

13. How well did the trainer facilitate the sessions and engage the participants? Please circle your response:

Not Well at All	Not so Well	Somewhat Well	Very Well	Extremely Well
1	2	3	4	5

14. How likely are you to apply the knowledge and skills gained from this training in your work or daily life? Please circle your response:

Very unlikely	Unlikely	Neutral	Likely	Very Likely
1	2	3	4	5

15. Did the training adequately address any specific challenges or issues you were facing in your role?

Yes       No       Somewhat

16. How well did the training prepare you to apply the concepts and skills learned in real-life situations? Please circle your response:

Not Well at All	Not so Well	Somewhat Well	Very Well	Extremely Well
1	2	3	4	5

17. What suggestions do you have for improving the training content or delivery?

18. How would you rate the overall organization and logistics of the training event? Please circle your response.

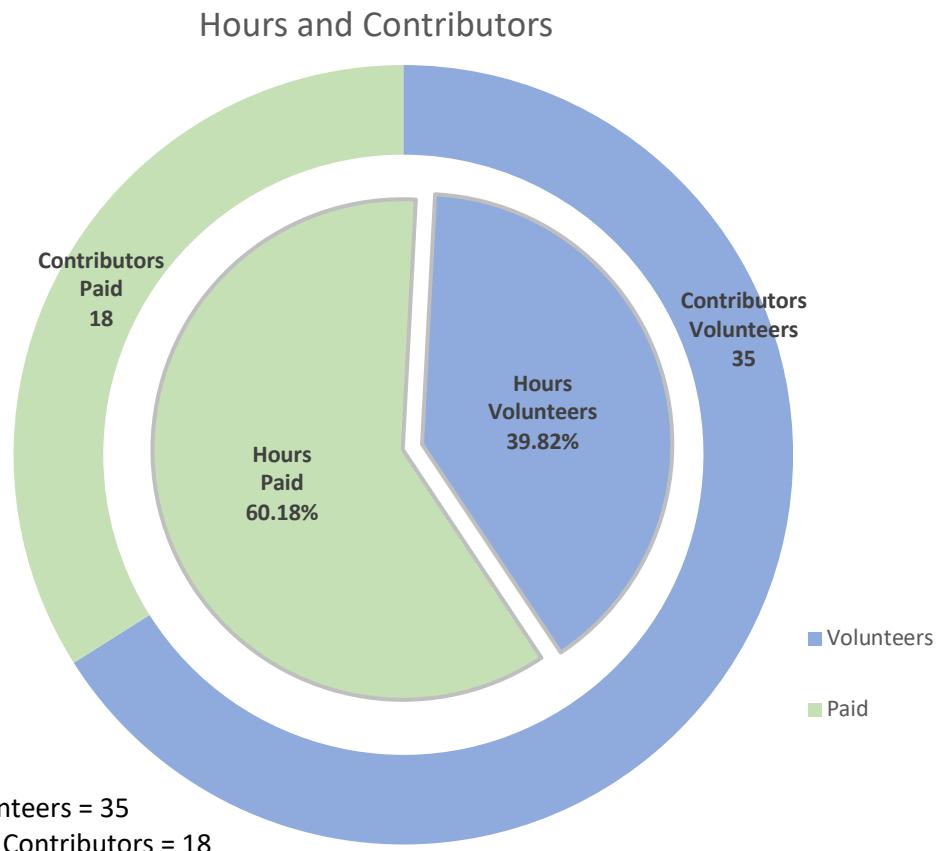
Poor	Fair	Neutral	Very Good	Excellent
1	2	3	4	5

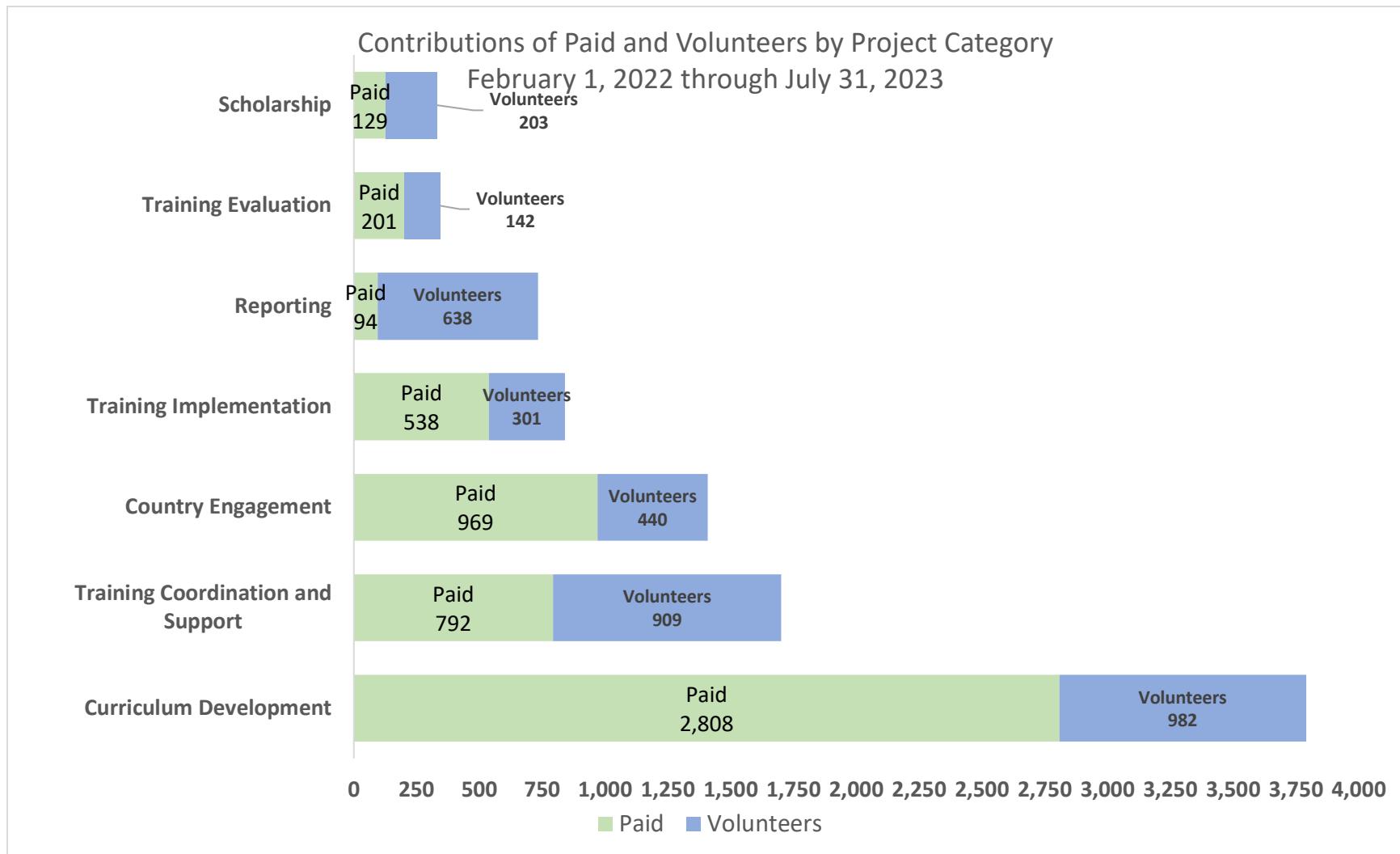
19. Please share any additional comments or feedback about the training that you believe would be valuable for improvement.

20. For the Lesotho delegates, please take a few minutes to share your thoughts on next steps for Cancer Kitso in Lesotho.

Thank you for taking the time to complete this evaluation form. Your feedback is invaluable to us.

## Appendix 9: Cancer Kitso Effort





## Appendix 10: Article about Cancer Kitso Training Course and Collaboration Efforts

Click on the hyperlink to access the article: [New Training Program Addresses Cancer Care Knowledge Gaps in Africa](#)