

## **THE CLINICAL ONCOLOGY SOCIETY OF AUSTRALIA (COSA) 'PROFESSIONAL DAY' GUIDELINES**

The Clinical Oncology Society of Australia (COSA) is the peak national body representing health professionals whose main work is cancer control. The membership develops and maintains high-quality clinical care services for cancer patients in Australia through the participation of professionals providing those services. COSA members are doctors, nurses, scientists and all allied health professionals involved in the clinical care of cancer patients.

Four key areas have been identified for advancing COSA's mission:

- promote and facilitate research into all areas of cancer care
- promote education of cancer care professionals, particularly multidisciplinary and interdisciplinary education
- to understand and provide for the professional needs of its multidisciplinary membership
- contribute to policy intended to improve clinical care of cancer patients.

### **Background**

COSA invites applications from its constituent professional groups for grants of up to \$7000 (+GST) to conduct "professional day" meetings or educational sessions aimed at fostering professional development.

All groups are encouraged to apply for a professional day grant. To help ensure diversity of grant recipients, individual groups are only eligible for a grant every three years.

The aim is to hold the professional day immediately before or after COSA's Annual Scientific Meeting, when many members will be in the same location. However, depending on the circumstances, grants may also be allocated to support professional days at other times/places in the year.

### **Eligibility**

Up to four grants are available each year. If more than four high quality applications are received then further grants may be awarded at the discretion of Executive. Grants will not be awarded unless the criteria are met and the application is judged to be of sufficient merit.

COSA has more than 1200 members in 22 different cancer specialist or craft groups:

- Cancer Nurses Society of Australia
- Neuro-Oncology
- Breast Cancer
- Cancer Pharmacists
- Cancer Research
- Clinical Research Professionals
- Epidemiology
- Familial
- Gastrointestinal
- Gynaecological Oncology
- Lung
- Medical Oncology
- Melanoma and Skin
- Nutrition

- Paediatric
- Palliative care
- Psycho-Oncology
- Radiation
- Rural and Regional
- Social Work (Oncology Social Work Australia)
- Surgical Oncology
- Urologic Oncology

See website for contact details of COSA Group Chairs: <https://www.cosa.org.au/Groups/COSAGroups.htm>

### **Assessment Guidelines**

Activities that will be favourably considered include those that:

- address the needs of COSA groups and their members that are not met by existing activities.
- increase the profile of COSA publicly or within other cancer-related organisations.
- if held around the time of the ASM may contribute to the success of the COSA ASM and result in more effective use of the visitors already coming to the ASM

### **Assessment Process**

Application for funding must be submitted by email to the Executive Officer, Margaret McJannett at [margaret.mcjannett@cancer.org.au](mailto:margaret.mcjannett@cancer.org.au). The application should be from the Chair of the relevant COSA group, and be supported by the members of the group.

The application must describe the activity, its specific objectives, and outline how the grant money will be spent. It must clearly demonstrate that the funding will further the key objectives of COSA, which are to promote cancer care cancer related education and cancer awareness.

The application will be considered by the COSA Executive, and a decision will be made within 4 weeks of the closing date. The decision will be made by the Executive, with reference to full Council if deemed necessary by the Executive.

A report of the process will be made to Council.

### **Acknowledgement**

The contribution of COSA must be prominently acknowledged.

### **Report**

A formal report to COSA Council summarising the outcome of the event and the role that the COSA contribution made must be provided within 90 days of the event.