

Instruction manual EONS Workplace Accreditation tool for nurses and nurse managers

Introduction

The European Society of Oncology Nursing (EONS), through the Advocacy Working Group, congratulates your institution for participating on the “Accreditation of Safe Workplace” project.

EONS aspires to contribute to the safety and quality of cancer nursing care, through the influence of decision-makers, stakeholders and relevant target groups that could support and implement the necessary improvements.

To achieve this aim EONS has developed several projects, like the ReCAN campaign and the European Cancer Nursing Index, that strives to promote cancer nursing awareness and understanding of current pitfalls. This project, that you kindly decided to participate, is a natural new step towards EONS goals. It envisions the creation of a new EONS Accreditation tool that rewards the workplaces that implement measures that contribute to safe working environments and the quality of cancer nursing care. The EONS Accreditation is a voluntary process, designed to reward the workplaces that are implementing best nursing care practices. The accredited workplace will be recognized by EONS and all other stakeholders and nurses across Europe. It is EONS goal to promote safer and inspiring workplaces for patients and nurses throughout Europe.

The collected data are presented in an aggregated form and no individual information from questionnaires is issued.

Your contribution will be extremely valuable to our work in the recognition of Oncology Nursing and simultaneously a stimulus to your dedication, professionalism, nursing leadership and reference oncology nursing. Therefore, in completing this survey you are supporting us in improving oncology nursing throughout Europe. In this instruction manual, you will find the detailed process and survey. If you have any questions or comments about the questionnaire, do not hesitate to contact the EONS secretariat.

Applying for EONS workplace accreditation

Considering the uniqueness of nursing safety practices, the EONS “Accreditation of Safe Workplace” is applicable by department of care – specific ward, chemotherapy or radiotherapy unit, among others – and not by institution. We envision that this effort could be made from a bottom-up perspective, empowering all nurses and nurse managers to pursue this recognition to their department and start the application process. The application for EONS accreditation is a path to a formal recognition of the quality of care or a way to promote better practices in order to reach for its attribution. EONS goal is to promote safe places of care, grounded in safe clinical daily practices and care from nurses throughout Europe.

Therefore, the application could be initiated by any nurse or nurse manager from a specific department. Once your department decided to apply for the EONS workplace accreditation, you can send an email to the EONS secretariat. EONS will accept your application and communicate with your department representative in order to proceed to data collection. We will collect the necessary data by survey, individually applied to both nurses and managers. To be considered suitable for

accreditation, you will need to have at least 50% of all the departments' workforce (managers and nurses) to respond. We will only considerate completed surveys as valid responses.

Once you apply, you will receive an email containing the links to two different surveys – one to be applied to managers of your unit, other for nurses. Completing the survey will take about 15-20 minutes. Your department will have two months to complete the necessary responses and EONS will promote data collection through a reminder sent every first day of the month. After two months the survey will be closed and data analyzed towards accreditation attribution. If your department did not reached the minimal amount of nurses (50%), collected data is erased and no accreditation is issued. You can always reapply and restart the process once our department is available.

The survey

The survey contains questions about different domains. After some general questions, the domains are: 1) safe environment and general policy; 2) education; 3) safe workplaces and worker protection; 4) patient care; 5) managing hazardous drugs; 6) managing radiation (radiotherapy).

Some specific areas (like radiotherapy) could be not applicable to your department and are optional.

In the application acceptance by EONS, it will be sent an email containing the links to the survey and a unique ID code will be assigned. Your team has to put that ID code when answering question number 1.

Process of survey

The survey works intuitively with a google docs form. All questions are multiple choice. Sometimes, when answering 'yes' to a certain question, more questions related to that one will appear. Please try and be as thorough as possible. This will enhance reliability and will be helpful in improving cancer care in your workplace.

Results

Once the survey is finished, a dedicated EONS team will analyze the results. This will take 4-6 weeks. Results will be sent via email to the representative of the hospital. When passing the accreditation, a certificate will be sent for you to hang in the department together with the results and some recommendations for improvement will be made per domain. The accreditation will be valid for 4 years, giving opportunity to consolidate awareness and nursing care improvement through time.