

12th May 2025



EONS Working Groups Policy

Contents

Background to the Policy	3
Scope of Work.....	3
EONS' mission, vision and values	6
Mission.....	6
Vision	6
Values.....	6
Developing Proposals	6
Evaluating EONS Initiatives Across the Five Working Groups	8
Applying for Funding/Grant Applications and Budgeting.....	8
Successful EONS project Applications – contracting and collaboration agreements.....	9
Intellectual Property (IP).....	9
Data Management and Protection	9
Contracting.....	10
Collaborating on active EONS projects	10
Support for active EONS projects.....	10
Research integrity and publishing.....	10
Acknowledgement considerations	11
Ethics in research and publication	11
Appendix 1 Assessment, implementation and evaluation proforma (Education).....	12

Background to the Policy

A standardised policy is essential to direct the activities of the European Oncology Nursing Society (EONS) Working Groups. This policy promotes transparency and establishes its importance across all EONS activities.

Scope of Work

All projects and actions will align with EONS’ 2024 to 2028 Strategic mission, vision, and values.

The EONS strategy is implemented through the C.A.R.E.E plan (Communication, Advocacy, Research, Education and Early Career) focusing on:

- Communication
- Advocacy
- Research
- Education
- Early Career

Working Group	Strategic Objectives
Communication	Encourage EONS members and all European cancer nurses to share knowledge and activities related to communication, promoting best practices and raising awareness of the critical role of cancer nurses.
	Develop and offer social media resources and tools to EONS members, including Social Media Guidelines and support for establishing National Cancer Nursing Societies, to enhance recognition and visibility.
	Conduct annual evaluations to measure the effectiveness and impact of EONS communication across various media channels.

	Share and promote EONS education activities by providing expertise in communication to other working groups.
	Engage in collaborative projects focused on advancing cancer nursing education and enhancing professional competence.
	Raise awareness of the value and benefits of being part of the EONS cancer nurse community.
	Address membership feedback, comments, and suggestions on ways to enhance collaboration through international partnerships.
	Support and promote EONS' research initiatives, including surveys, and assist in disseminating the results to European cancer nurses.
	Collaborate closely with the Advocacy Working Group to ensure the cancer nurse voice is effectively communicated at strategic and policy levels.
	Actively participate in planning and implementing media campaigns focused on healthy lifestyles and cancer prevention, including initiatives like Global Cancer Day on February 4th.
Advocacy	Be an advocate and create a voice for cancer nurses to be recognized, addressing disparities in cancer nursing communities, and continuing to advocate for cancer nursing at a European level.
	Raise awareness and influence policy on the importance of cancer nurses' working conditions and the impact on occupational and patient safety.
	Identify and collaborate with European stakeholders that deal with issues of concern to EONS, cancer nurses, and people affected by cancer.
	Cancer nursing is recognized across Europe for its positive impact on the lives of people affected by cancer through C.A.R.E. – Communication, Advocacy, Research, Education, and Early Career Nurses.
	Advocate for healthier working environments, healthy lifestyle behaviours, and the role of oncology nursing in prevention.
Research	Sustain engagement with contemporary evidence to ensure its effective use in research, education, and advocacy activities.
	Conduct rigorous research to generate and disseminate new evidence to address knowledge gaps and advance cancer nursing as a specialist area of practice.

	Build capacity and provide opportunities for nurses to learn, network, and develop research literacy (knowledge, confidence, and awareness), skills, and experience.
Education	Recognizing and supporting accessible education to meet the learning needs of cancer nurses across Europe.
	Promoting and creating opportunities so cancer nurses can learn from and teach each other, the inter-professional team, and those affected by cancer at any point across the care continuum.
	Striving to ensure that all cancer nursing education developed, delivered, and endorsed by EONS is evidence-based and aligned with the EONS Cancer Nursing Education Framework.
	Supporting the vision that people affected by cancer are cared for by specialist cancer nurses across Europe by providing a point of reference and a network of expertise to those who develop and deliver education and development opportunities for cancer nurses across Europe.
	Leading on education-related activities within EONS, supporting and influencing education priorities.
Early Career Nurses	Identify issues and challenges experienced by early career nurses throughout Europe and develop strategies to address them.
	Work in close partnership with the Communication, Advocacy, Research, and Education WGs to address issues affecting early career nurses.
	Collaborate with National Oncology Nursing Societies and key stakeholders on relevant issues that affect early career nurses.
	Build capacity and provide opportunities for early career nurses throughout Europe to engage in professional development, learning, and networking opportunities.
	Promote and expand the reach of EONS' and its activities to early career nurses throughout Europe.
	Support the development, implementation, and dissemination of EONS' activities and opportunities which promote professional development and empower early career nurses to become leaders in cancer nursing.

EONS' mission, vision and values

Mission

Our mission is to provide leadership to ensure that all people affected by cancer benefit from the care of educated and competent cancer nurses. We bring together clinicians, academics, policymakers, and patient advocates to advance evidence-based cancer nursing and the care of people affected by cancer and to empower and enable cancer nurses to practice safely and to the full extent of their expertise.

Vision

Our vision is that specialist cancer nurses across Europe care for people affected by cancer. We envisage cancer nurses becoming confident and empowered, as leaders in practice, research, education, and policy within the multidisciplinary cancer care setting. We envision a Europe where the health system fluently manages early career nurses' onboarding at all career stages.

More precisely, we want to see nurses:

- finding meaning and satisfaction in safe and rewarding work environments
- able to practice to the full extent of their expertise
- enjoying partnership and collaboration with nursing teams, multidisciplinary teams and the European and international cancer nursing communities.

Values

EONS' core values are equity, integrity, diversity, inclusiveness, responsibility, and respect. The core strength of EONS comes from its members and team, who are committed to advancing cancer nursing and care through better healthcare systems, research, education, advocacy, and investment in healthy and safe work environments and to sustainable and quality care for people affected by cancer across their lifespan.

Developing Proposals

- Any proposed project within EONS must be reviewed, approved and coordinated by the specific Working Group, as appropriate. Proposals to develop Working Group projects may be submitted internally from other Working Groups within EONS or externally from other organisations.
- Any proposed project from external organisations must be communicated through the EONS project manager and EU project officer to submit the proposal to the appropriate WG for review (input emails of Iveta, Ines)
- For all proposals, the WG will review if the proposal aligns with EONS strategic objectives and EONS Education Framework (where appropriate) and make a recommendation to decline or to proceed with the development of the project.
- **For accepted proposals:** Planning will include (a) identifying a lead member of the WG (b) setting up a task group of experts, (c) scoping existing education/research in cancer care/nursing (where appropriate), (d) confirming alignment with EONS strategic

objectives, (e) outlining objectives of the proposal aligned with EONS Working Group Strategic objectives (where appropriate) (f) if necessary targeting funding calls and (g) setting up a time plan with achievable goals.

- The lead member may be a co-lead with a member from a different EONS working group if that member has driven forward the initial idea. WG chairs will suggest a lead for the project and other experts may be suggested from other EONS WGs for their expertise in the particular topic. The lead representative from the WG should participate in the design and development of the project.
 - Once there is a project plan, the lead member will present the project to the rest of the WG for comments and approval before the chair presents to the EONS Board for final approval
 - The role of the WG members will be to provide feedback on the education and/or research proposal and its development to support rigour.
 - Developing an EONS working group project will involve (a) formally notifying the WG Chair and co-chair (b) formally notifying the EONS COO and EONS Team, (c) assigning roles and responsibilities to all co-applicants, (d) budgeting for the project (if needed), (e) working within the set time plan (f) Recording of delivery and dissemination and (g) evaluating the project
 - **Working within the set time plan:** The lead member will be expected to update the WG Chair and co-chair on which the project is being planned (copying in the EONS Team in all communication) about the following:
 - a) Planned completion date
 - b) Progress being made via bimonthly brief so that WG Chair and co-chair can be updated and informed at the board meetings.
 - c) Areas where support from the EONS WGs and/or EONS Team might be required.
 - d) Planned review date following completion (e.g. when review and update of online resources needed)
 - **Recording of delivery and dissemination:** Requests to disseminate must be made by prospective users, using the EONS Proforma: Assessment, Implementation and Evaluation of EONS Education Development (See appendix 1). This should include which parts of the education have been used, who has disseminated the education and to whom, the number of people undertaking the EONS Education and the location of the EONS education delivery (e.g. Country, Cancer Nursing Society, Education Institution)
- Revised: **Recording of Delivery and Dissemination:**
Requests for dissemination must be submitted by prospective users and documented using the **EONS Proforma: Assessment, Implementation, and Evaluation** (See Appendix 1). This process should capture key details, including:

- **Scope of dissemination** – Which components of the initiative (education, research, advocacy, communication, or early career support) have been shared.
- **Dissemination channels** – Who has disseminated the materials or findings, and to whom.
- **Engagement and reach** – The number of individuals or groups who have participated, engaged, or accessed the content.
- **Delivery context** – The location and organizational setting where the dissemination occurred (e.g., Country, Cancer Nursing Society, Educational Institution, Professional Network).
This revised version ensures the process applies to all **EONS Working Groups**, including **Education, Research, Advocacy, Communication, and Early Career** initiatives.
- **Evaluating the EONS:** Users must evaluate each EONS Education and Research project, including strengths and recommendations for improvement. The organiser/disseminator/deliverer of the education or research project should normally compile a summary of the evaluation feedback.

Evaluating EONS Initiatives Across the Five Working Groups

Users must evaluate each EONS initiative, assessing its strengths and providing recommendations for improvement. This applies across all five Working Groups, ensuring continuous enhancement and alignment with EONS' strategic goals.

The organizer, disseminator, or deliverer of the initiative should compile a summary of the evaluation feedback, incorporating insights from participants, stakeholders, and collaborating institutions. This evaluation process should capture the effectiveness, impact, and areas for development, ensuring that future initiatives are refined based on evidence and user experience.

By embedding evaluation within all EONS Working Groups, the organization ensures a structured and systematic approach to measuring the success and sustainability of its initiatives.

Applying for Funding/Grant Applications and Budgeting

- All EONS Working Groups should be financially supported by internal or external funding. As such, the Working Groups should be involved in the planning, development and reviewing when submitting grant applications.
- When Working Group projects have a budget allocated, or when planning to apply, a transparent budgeting approach will always be applied. This is to ensure that:
- All proposed costs are fully justified against the anticipated expenses. (e.g. time, resources)

- Budgets for project members and experts are allocated, agreed and specified at the beginning of the project. This includes which tasks or roles will be financially compensated and which, if any, will be pro bono.
- Financial compensation is equitable amongst experts (i.e. same rate)
- The lead applicant will be expected to share the draft budget with the working group chair and co-chair. Budget approval from the EONS Board must be sought before submission of the funding application.

Successful EONS project Applications – contracting and collaboration agreements.

Intellectual Property (IP)

Dissemination and authorship policies/agreement

- A standardised publication and dissemination policy is essential for any programme of work conducted on behalf of or in collaboration with EONS to ensure the primary goal of the education and/or research project is met.

Intellectual Properties /Acknowledgements

- Any project outputs where EONS is the lead organisation will remain the Intellectual Property of EONS, save for copyright in the project outputs, which the collaborators will own. The Parties will each be acknowledged as co-authors on all EONS Working Groups and/or publications emerging from this project.

Data Management and Protection

- All projects which will collect personal information and sensitive personal information under the remit of GDPR require a data protection impact assessment (DPIA) which identifies:
 - I. The data will be collected and processed as part of the project, including personal, survey/questionnaire data, and any data generated from reviews / audits / etc. The DPIA must outline how the project adheres to the principles of data protection:
 - a. Lawful, fair & transparent processing
 - b. Purpose limitation
 - c. Minimisation of processing
 - d. Data accuracy/quality
 - e. Storage limitation
 - f. Integrity, security & confidentiality
 - g. Accountability
 - II. The parties who require access to the data, bearing in mind General Data Protection Regulation (GDPR) and data minimisation principles, and restricting access to personal data to those who must process it for the purpose of conducting the study.

- III. How and where data will be stored, including password, encryption, etc. Define who (specifying names and organisations) will have access to specific datasets. Set up data sharing agreement, which should be signed by all collaborators, and outline who, how and when (and in what format) data should be accessible to team members.

Contracting

- Liaison and negotiation with collaborator institutions—engagement with relevant collaborators' Human Resources offices to agree on funding terms and inter-institutional funding transfers.

Collaborating on active EONS projects

- During active EONS Working Group projects, the relevant Working Group lead will ensure fair and equitable collaboration among the WG and all involved parties.

Support for active EONS projects

- Education and research support are essential for the successful delivery of education and research projects. External staff may be needed to support research activities or the creation and/or delivery of the education.
- All education projects must go through the EWG.
- Supporting personnel working on active EONS education and research projects can be either (a) members of the EONS Team or (b) external collaborators.
- The EONS Team will allocate at least one team member of WG, usually the lead, to support the activities of the project.

Research integrity and publishing.

- The WG Chair and co-chair is responsible for notifying the project team whenever an abstract is submitted to a conference and whether it has been accepted for presentation (including information as to whether it is an oral or poster presentation) or rejected.
- A copy of the PowerPoint or poster presentation of the accepted abstract must also be sent to the project team, before submission/presentation, and to the EONS Team for archiving.
- All publications (published articles, abstracts and presentations) shall comply with the rules and procedures of the disclosure outlined in the Privacy Act. Confidential or proprietary information shall not be disclosed without the prior written consent of the individual or organisation. Privacy Act compliance and documentation of written disclosure consents are the responsibility of each organisation involved in the paper/presentation. First and last authors are expected to be the lead author of the publication.
- The EONS Team will be responsible for keeping a log with details of all education projects (education materials, published articles, abstracts and presentations) so that an archive of education resource developments is created and maintained.

12th May 2025

Acknowledgement considerations

- All EONS WG outputs **MUST** acknowledge EONS collaborative activities.
- All EONS WG outputs **MUST** explicitly credit the project lead, team(s) and collaborators.

Ethics in research and publication

Ethical approval must be obtained for any project as appropriate.

Appendix 1 Assessment, implementation and evaluation Working Group proforma.

PROFORMA ASSESSMENT, IMPLEMENTATION AND EVALUATION OF EONS PROJECT DEVELOPMENT										
PHASE 1	Application to develop an EONS Project									
Phase 1 involves assessment of the EONS Proposal by WG members										
Project title:	[insert title here]									
Date submitted for review	DD/MM/YYYY									
Name of Lead applicant and EONS WG member Names of Co-applicants and roles	[insert here]									
Will other co-applicants be co-opted based on clinical and/or research expertise?	YES/NO	Insert names if known								
Funding	Response	Details of funding (funder, industry, charitable, rationale, budget)								
Has funding been sourced?	YES/NO									
Has funding been approved?	YES/NO									
Is the project seeking funding?	YES/NO									
<table border="1"> <tr> <td>Does the proposed project align with the EONS mission, vision and values?</td> <td>Decision</td> </tr> <tr> <td>Is the project relevant to cancer nursing in Europe?</td> <td>Yes/No</td> </tr> <tr> <td>Does the project comply with the EONS vision, mission and values?</td> <td>Yes/No</td> </tr> <tr> <td>Is the project relevant for the purpose?</td> <td>Yes/No</td> </tr> </table>		Does the proposed project align with the EONS mission, vision and values?	Decision	Is the project relevant to cancer nursing in Europe?	Yes/No	Does the project comply with the EONS vision, mission and values?	Yes/No	Is the project relevant for the purpose?	Yes/No	
Does the proposed project align with the EONS mission, vision and values?	Decision									
Is the project relevant to cancer nursing in Europe?	Yes/No									
Does the project comply with the EONS vision, mission and values?	Yes/No									
Is the project relevant for the purpose?	Yes/No									

Do the lead and co-applicants have appropriate qualifications and/or experience in the subject area?		Yes/No	
For education projects only- Which of the EONS Cancer Nursing Education Framework Learning Outcomes (CNEFLO) does this educational event/learning activity aim to address?			
For education projects only-Does the application form provide adequate evidence that the EONS CNEFLO (identified above) can be adequately addressed by the educational event/learning activity?		Yes/No	
Accept			
Decline			
(Please specify if decision is subject to recommendations)			
		Name	
Name and Signature 1 st reviewer			
Date			
Name and Signature 2 nd reviewer			
Date			
Decision reported to EONS Board			
PHASE 2		PLANNING AND COMPLETION OF ACCEPTED PROPOSAL	
Phase 2 involves WG members monitoring the planning and completion of the accepted proposal			
TASK		Date completed	
Identify lead WG member		Signature	
Set up a task group of experts			

Scope existing evidence in cancer care/nursing		
Confirm funding		
Provide a copy of a project plan, which can include the following: Aim, Objectives, Target audience Context Methodology/Methods Timeline Budget Funding		
Confirmation that the WG has approved the project plan		
Confirmation that the project has been completed		
Confirmation of proposed dissemination.		
Progress reported to EONS Board	Date	
PHASE 3	IMPLEMENTATION AND EVALUATION	
Phase 3 involves WG members monitoring the project's implementation and evaluation		
Item	Implementation summary	
Disseminated Date(s) (if appropriate)		
Location (if appropriate)		
Target audience (if appropriate)		
Item	Evaluation summary	
Summary report of evaluation Must be completed within 2 months of project's completion.		
Evaluation to include feedback from (as appropriate): <ul style="list-style-type: none"> • Lead/co-lead • Learners • Educators 		

Expert panel	
Evaluation to include (as appropriate): <ul style="list-style-type: none"> • Participant number • Benefits • Opportunities for further development Impact (current and future predicted)	
Implementation and evaluation reported to EONS Board	Date
Outputs and Dissemination List all actual and planned outputs e.g. publications, presentations	Date