

**Irish Cancer Society
Building Effective Cancer
Support Services in Ireland**
Affiliation Pack

1. Building Effective Cancer Support Services

In 2006, the National Cancer Forum published *A Strategy for Cancer Control in Ireland*. This strategy acknowledged the role of psychosocial care as part of a multidisciplinary approach to managing cancer and to minimising the distress to cancer patients. The strategy also recommended that the Irish Cancer Society develop a code of practice for cancer support services and to become an umbrella group for community based services.

In response to the strategy the Irish Cancer Society has developed the *Building Effective Cancer Support Services in Ireland* project. The aims of this project are to:

- Improve the quality of life and psychosocial well-being of people in Ireland who have or who have been affected by cancer directly or indirectly.
- Heighten awareness of the efficacy of psychosocial support for people affected by cancer.
- Broaden access to and utilisation of psychosocial support services across Irish society.

The project is on-going and to date it has included the development of Guidelines for Cancer Support Services, training programmes in governance, management and volunteering; policy templates, networks, a directory and an affiliation process.

2. Affiliation

Affiliation means to attach or connect with a larger organisation. Affiliation to the Irish Cancer Society will increase the collective strength of cancer support services, which will ultimately benefit those people in Ireland who are or who have been on a cancer journey.

In 2011, the Irish Cancer Society launched its first round of affiliation. Cancer support services around Ireland were invited to sign up to the affiliation process. Each round of affiliation lasts for three years. The current round ends in September 2014 and cancer support services around Ireland will be invited to affiliate for the period 2014-2017. This pack outlines what will be involved in the next round of affiliation, what will be expected of cancer support services that affiliate and what supports the Irish Cancer Society will provide for cancer support services which affiliate.

The benefits of affiliating to the Irish Cancer Society include:

- Participation in the development of best practice guidelines.
 - Inclusion in directories published by the Irish Cancer Society and its agents.
 - Opportunities to apply for grants offered by the Irish Cancer Society to assist in the provision of psychosocial programmes.
 - Access to advice and expertise.
 - Access to training programmes.
 - Networking opportunities at both regional and national level.
 - Participation in group applications for such things as indemnity insurance.
 - Opportunities to participate in Irish Cancer Society research and access to national statistics and trends.
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3. Eligibility for Affiliation

Applications for the next round of affiliation must be returned to Affiliation Programme Coordinator, Irish Cancer Society, 43/45 Northumberland Road, Ballsbridge, Dublin 4 by the **30th June 2014**.

Awards will be made in September 2014 to existing affiliates who re-apply to be an affiliate for the period 2014-2017 and who meet the new affiliation requirements set out below.

Organisations which have not affiliated before will be able to apply for affiliation between 2014 and 2016.

Experience during the first affiliation period (2011-2014) has shown that it can take a number of years for cancer support services that are getting started to reach a stage in their development when they have the capacity to meet affiliation requirements. It has also become evident that there are two main types of cancer support services in Ireland: HSE-led services and community-led services and affiliation requirements need to be tailored for each to better reflect the nature of these services.

3.1 Start-Ups

Cancer support services that are just getting started or that are less than two years old will be supported to reach the standards required for affiliation if they wish to affiliate. In effect these newer organisations will be supported by the Irish Cancer Society through a preparation period to increase their capacity to affiliate. They will have access to advice, training and networking during this preparation period, which can last up to two years depending on the needs of each organisation. After two years, each organisation must decide if it wishes to affiliate to the Irish Cancer Society.

The new organisations who wish to affiliate will also need to provide written proof that they have applied for charitable status within six months of start-up or within six months of the commencement of the 2014-2017 affiliation period for organisations that are already up and running.

3.2 Existing HSE-led Cancer Support Services

HSE-led cancer support services includes those services that are delivered in hospitals as part of the suite of services provided by a given hospital or that are funded and delivered entirely by the HSE.

Section 4 sets out the affiliation requirements for these types of cancer support services.

Section 6 summarises the supports that the Irish Cancer Society will make available to affiliates.

3.3 Existing Community-led Cancer Support Services

Community-led cancer support services are based in the community and receive their funding from a number of sources, which may include the HSE. Some of these services are large centres that are operated by professional staff on a full-time basis. Some are centres that are operated on a part-time basis. Others are entirely voluntary organisations or involve peer to peer support.

Section 5 sets out the affiliation requirements for these types of cancer support services.

Section 6 summarises the supports that the Irish Cancer Society will make available to affiliates.

4. Affiliation Requirements 2014-2017 for HSE-led Cancer Support Services

The affiliation programme is part of the on-going development of best practice within cancer support service provision. As a result, the requirements for affiliation for the period 2014 to 2017 will be somewhat more rigorous than the first round (2011-2014). The table below summarises the affiliation requirements for HSE-led cancer support services. Appendix D provides the application checklist for you to complete and return.

Affiliation Requirements for HSE-led Cancer Support Services	
Requirements	Instructions
Have read and understood the Guidelines for Cancer Support Services	Hard copy enclosed or can be downloaded from www.cancer.ie
Must sign-up to Good Practice Statement for Cancer Support Services	Sign Appendix A and return with your affiliation application
Letter signed by hospital CEO or HSE regional manager confirming your group is part of the hospital/HSE	Get Appendix B signed and return with your affiliation application
Must have a written statement of mission and values	Supply with affiliation application
Must have a plan of activity (or a business plan or strategic plan)	Supply with affiliation application
Must provide evidence that staff are appropriately qualified	Supply summary of staff qualifications with affiliation application
Must have a confidentiality policy	Supply policy with affiliation application (a policy template is available from the Irish Cancer Society if required)
Must have a data protection policy	Supply policy with affiliation application (a policy template is available from the Irish Cancer Society if required)
Must have a complaints policy	Supply policy with affiliation application (a policy template is available from the Irish Cancer Society if required)
Must attend at least one Irish Cancer Society training session each year (any number of people can attend from your organisation)	You will be notified by the Irish Cancer Society of training events
Must be represented at a minimum of one Irish Cancer Society affiliates' networking event each year (regional or national)	You will be notified of networking events by the Irish Cancer Society or regional representative
Must attend the Irish Cancer Society National Conference for Cancer Survivorship each year (any number of people can attend from your organisation)	You will be notified of the National Conference by the Irish Cancer Society
Must participate in Irish Cancer Society research if requested to do so	You will be informed of research assignments by the Irish Cancer Society
Must be able to send and receive e-mails	Send e-mail confirmation to dthomas@irishcancer.ie

5. Affiliation Requirements 2014-2017 for Community-led Cancer Support Services

The affiliation programme is part of the on-going development of best practice within cancer support service provision. As a result, the requirements for affiliation for the period 2014 to 2017 will be somewhat more rigorous than the first round (2011-2014). The table below summarises the affiliation requirements for community-led cancer support services. Appendix E provides the application checklist for you to complete and return.

Affiliation Requirements for Community-led Cancer Support Services	
Requirements	Instructions
Have read and understood the Guidelines for Cancer Support Services	Hard copy enclosed or can be downloaded from www.cancer.ie
Must sign-up to Good Practice Statement for Cancer Support Services	Sign Appendix A and return with your affiliation application
Must have charitable status	Supply CHY number with affiliation application
Must have signed up to the Governance Code and to be actively engaged in its implementation	See www.governancecode.ie and return signed copy with affiliation application
Must have signed up to the Guiding Principles for Fundraising and to be actively engaged in its implementation	See www.ictr.ie and return signed copy with affiliation application
Must have a written statement of mission and values	Supply with affiliation application
Must have a plan of activity (or a business plan or strategic plan)	Supply with affiliation application
Must provide evidence that staff and/or volunteers are appropriately trained/qualified	Supply summary of staff/volunteer trainings attended by members and qualifications with affiliation application
Must have a confidentiality policy	Supply policy with affiliation application (a policy template is available from the Irish Cancer Society if required)
Must have a data protection policy	Supply policy with affiliation application (a policy template is available from the Irish Cancer Society if required)
Must have a complaints policy	Supply policy with affiliation application (a policy template is available from the Irish Cancer Society if required)
Must be represented at not less than two Irish Cancer Society affiliates' networking events each year (regional or national)	You will be notified of networking events by the Irish Cancer Society
Must attend the Irish Cancer Society National Conference for Cancer Survivorship each year	You will be notified of the National Conference by the Irish Cancer Society
Must participate in Irish Cancer Society research if requested to do so	You will be informed of research assignments by the Irish Cancer Society
Must be able to send and receive e-mails	Send e-mail confirmation to dthomas@irishcancer.ie

6. Supports the Irish Cancer Society will provide to 2014 – 2017 Affiliates

The Irish Cancer Society provided a range of supports to its affiliates in the period 2011-2014 and it commits to continuing to provide support to affiliates in the new round. The table below summarises the supports that will be available to affiliated cancer support services for the period 2014 to 2017.

Irish Cancer Society Supports for Affiliates 2014-2017	
Offerings	Instructions
A specific logo for affiliates	The Irish Cancer Society will supply you with a specific logo developed for affiliates and instructions on how it can be used
Access to advice and expertise	You can call on the programme coordinator for help with queries or advice
Grants	You will be able to apply for grants to the Irish Cancer Society to provide psychosocial supports in your area
Free training	You will be notified by the Irish Cancer Society of training events
Free Guidelines for Cancer Support Services	Available in hard copy or to download from www.cancer.ie
Free networking	You will be notified of networking events and the National Conference for Cancer Survivorship by the Irish Cancer Society
Free directory	Available in hard copy or to download from www.cancer.ie
Free promotional/press releases	These will be developed by the Irish Cancer Society's communications team
Monthly newsletter	You will be sent this via email by the Irish Cancer Society
Affiliation stands at events	Available from the Irish Cancer Society on request
Policy templates on a range of topics	Available from the Irish Cancer Society on request
Opportunities for shared learning and experiences	You will have access to free training and networking events and a list of affiliates you can contact
Shared data gathering database including an Affiliate's Forum	This is currently in development and you will be notified of its progress
Group rate insurance	Available once you become an affiliate
Draft agenda for regional meetings	See Appendix C
Opportunity to deliver Irish Cancer Society programmes such as: <ul style="list-style-type: none"> ■ Counselling ■ Prostate Psycho-educative Programme ■ Strides for Life ■ Survivors Supporting Survivors ■ Living Life Programme – Psycho-educative programme for people with secondary cancer 	You can apply to the Irish Cancer Society to run some or all of these programmes in your area

Appendix A: Good Practice Statement for Cancer Support Services

GOOD PRACTICE STATEMENT

This cancer support service is affiliated to the Irish Cancer Society and as such, we are committed to the following principles of good practice:

EQUITY

- We promote equality, access and inclusiveness.
- We have respect for each other, our members and our clients.

GOVERNANCE

- We have a clear mission, management structure and reporting relationships.
- We document, organise and plan our work.
- We plan and evaluate all of our efforts.
- We comply with relevant legislation and ensure adherence to the agreed standard where no legislation applies.

SERVICE

- Our therapies are carried out professionally.
- We engage in a supervision process.
- Our practitioners are suitably qualified.
- We provide relevant vetting and training for all our staff and volunteers.

CONFIDENTIALITY

- We respect the dignity and privacy of our team and service users.
- We comply with the Data Protection Act.
- Our confidentiality policy is readily available and is shared with our service users.

Signed: _____

Date: ____/____/____

D I M I Y

Name and Title on behalf of the Board of Directors

Appendix B: Letter from Hospital CEO/HSE Regional Manager for HSE-led Cancer Support Services

To:
The Irish Cancer Society,
43/45 Northumberland Road,
Dublin 4.

From:

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Dear Sir/Madam,

I wish to confirm that is funded entirely by the HSE and is managed by and reports to the HSE. I also wish to confirm that it conforms to all HSE policies and guidelines.

Yours sincerely

.....
Signed

.....
Print name of CEO/HSE Manager

Appendix C: Draft Agenda for Regional Meetings of Affiliates

Names of attendees:

Date:

What has been going well in your cancer support service?

What has been particularly challenging in your cancer support service?

What can we learn from your experience of what has been working well and of the challenges at this time?

What would assist your cancer support service at this time?

What training or support do you or your staff/volunteers need?

Please add any additional comment/suggestions.



Appendix D: Application Checklist for HSE-led Cancer Support Services

Name of cancer support service:

Contact person and contact details:

Affiliation Checklist for HSE-led Cancer Support Services	
Requirements	Please tick ✓
Have you read and understood the Guidelines for Cancer Support Services	
Have you included a signed copy of the Good Practice Statement for Cancer Support Services and attached it	
Have you included a letter signed by hospital CEO or HSE regional manager confirming your group is part of the hospital/HSE	
Have you included a written statement of mission and values	
Have you included a plan of activity (or a business plan or strategic plan)	
Have you included evidence that staff are appropriately qualified	
Have you included a copy of your confidentiality policy	
Have you included a copy of your data protection policy	
Have you confirmed that you can send and receive e-mails	

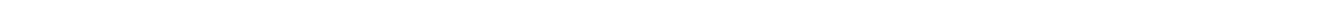
I agree that our cancer support service will:

- Attend at least one Irish Cancer Society training session each year
- Attend at least one Irish Cancer Society affiliate networking event each year
- Participate in the National Conference for Cancer Survivorship
- Participate in Irish Cancer Society research if so requested

Signed:

On behalf of:

Date:



Appendix E: Application Checklist for Community-led Cancer Support Services

Name of cancer support service:

Contact person and contact details:

Affiliation Checklist for Community-led Cancer Support Services	
Requirements	Please tick ✓
Have you read and understood the Guidelines for Cancer Support Services	
Have you included a signed copy of the Good Practice Statement for Cancer Support Services	
Have you included your CHY number	
Have you included a signed copy of the Governance Code	
Have you included a signed copy of the Guiding Principle for Fundraising	
Have you included a written statement of mission and values	
Have you included a plan of activity (or a business plan or strategic plan)	
Have you included evidence that staff/volunteers are appropriately trained/qualified	
Have you included a copy of your confidentiality policy	
Have you included a copy of your data protection policy	
Have you confirmed that you can send and receive e-mails	

I agree that our cancer support service will:

- Attend at least two Irish Cancer Society training sessions each year
- Attend at least two Irish Cancer Society affiliate networking events each year
- Participate in the National Conference for Cancer Survivorship
- Participate in Irish Cancer Society research if so requested

Signed:

On behalf of:

Date:





Irish Cancer Society,
43/45 Northumberland Road,
Dublin 4.

National Cancer Helpline 1800 200 700
Web: www.cancer.ie