|  |  |
| --- | --- |
| Breast Imaging Advanced Trainee Grant Program 2025 round |  |
| Application and Application GuidelinesVersion 1.0 | 06 November 2023 |  |

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# Section One: Overview of the Cancer Institute NSW Breast Imaging Advanced Trainee Grant Program: Guiding Principles and Priorities

## Introduction

The Cancer Institute NSW (the Institute) is Australia’s first state-wide, government supported cancer control agency. We are saving lives by providing the best cancer research, prevention, early detection, treatment and education initiatives. We are driving innovation by working in partnerships with other leaders in our field to deliver the best cancer results for the people of New South Wales.

Cancer specialists play a key role in providing cancer patients with optimal diagnosis and treatment, leading to the best possible outcomes. The future development of highly qualified cancer specialists is considered crucial to maintaining and expanding a skilled and knowledgeable workforce for cancer patients in NSW.

## State cancer priorities

Driven by the goals in the [NSW Cancer Plan](https://www.cancer.nsw.gov.au/getmedia/b66b2091-8e9c-4cfd-82df-9f56a8190329/NSW-Cancer-Plan.pdf), the Institute has a 20 year history of working in partnership with all involved in the cancer community to:

* Reduce the incidence of cancer in the community.
* Increase the survival rate for people diagnosed with cancer.
* Improve the quality of life for people diagnosed with cancer and their carers.
* Provide a source of expertise on cancer control for the government, health service providers, medical researchers and the general community.

## Guiding principles

The Institute’s Breast Imaging Advanced Trainee Grant Program (the Program) is distinct from the research fellowship program and grants available from the National Health and Medical Research Council or the Australian Research Council for cancer in NSW.

The Program is strategically designed to provide an opportunity for Senior Registrars and Fellows in diagnostic radiology to undertake clinical practice improvement through further training and research and contribute to cancer care in NSW. The Program aims to build upon and further support cancer diagnosis improvement, research and best practice.

The principles underpinning the Program are:

* The development, recruitment and retention of high-quality breast imaging radiologists in NSW.
* The support of breast imaging diagnosis improvement.
* Further development of cancer research in NSW connected to breast imaging practice.

# Section Two: Introduction to the Cancer Institute NSW Breast Imaging Advanced Trainee Grant

## About the grant program

During 2025, the Institute‘s professional development program will provide training positions, scholarships and learning opportunities to support and develop NSW health care professionals working in cancer. One component of the professional development program is the Breast Imaging Advanced Trainee Grants (BIATG).

The purpose of these grants is to support future diagnostic specialists as they complete their specialty and Fellows of the Royal Australian and New Zealand College of Radiology (RANZCR) in pursuing a subspecialty in breast imaging. The grants aim to give greater depth of expertise in breast imaging and enable the trainee to complete a quality improvement or research project.

Applications for the Breast Imaging Advanced Trainee Grants are invited from:

* Fellows of the Royal Australian and New Zealand College of Radiologists (RANZCR).
* Registrars, who have passed Part II of the RANZCR exam and are in their final year of training.

The Program will be offered in institutions within the NSW public sector Health services and/or hospitals providing services for, and/or linked to BreastScreen NSW. A maximum of one, six-month grant in one calendar year will be offered at each institution conducting the Program (see section three). Institutions may apply without prior appointment of an identified trainee, with a view to recruiting an approved candidate to the position.

## Objectives

The objectives of the Program are to:

* Provide the opportunity, particularly for specialists early in their career to further develop their breast imaging practice and research skills.
* Encourage the development of long-term careers in breast imaging in NSW, particularly within the BreastScreen NSW screening program.
* Facilitate the translation of new procedures, techniques or new research outcomes into clinical settings.
* Facilitate evidence-based clinical practice and the use of multi-disciplinary care.
* Support the development, recruitment and retention of the cancer medical workforce in NSW.
* Aid the further development of world best practice cancer management in NSW.

# Section Three: The Application

## About the Application

Applications for the 2025 Program are sought from potential institutions and supervisors. Each Breast Imaging Advanced Trainee Grant includes a contribution to a postgraduate trainee (including on-costs) of up to $82,000 for a six-month period.

The Institution can recruit one trainee (as a Registrar or Fellow) to undertake a six-month traineeship in the 2025 calendar year.

## Developing a proposal

### Supervisor and administering institution

The prospective supervisor and administering institution must jointly respond to the Program through the application process, by completing the *Breast Imaging Advanced Trainee Grants 2025 – Institution and Supervisor Application Form* at **Appendix A**. The applicant must respond to all relevant eligibility and selection criteria and include relevant attachments. Applications will be evaluated based on the responses to the Institution and Supervisor application form (Appendix A) only.

### Advanced trainee

Prospective trainees respond separately to the Program, using the application form *Breast Imaging Advanced Trainee Grants 2025 - Advanced Trainee Application Form* at **Appendix B**. If a trainee has not been identified at the time of applying, the administering institution can submit the application without Appendix B. **Appendix B must be submitted at the latest one month before trainee commencement.**

It is an expectation that the trainee will be exposed to all facets of breast imaging and intervention including, screen reading and Breast MRI. Applications must reflect the objectives of the Program.

## RANZCR requirements for Registrars

Please note the following RANZCR requirements when developing a training and research program for the trainee:

* Within a six-month grant period, the program must have a proposed plan with **majority of the time** in breast imaging activities (maximum 3 months breast screening and maximum 3 months other diagnostic breast imaging and intervention), including a minimum of 1,000 reads.
* Trainees must meet the expected minimum requirements as per *Summary of Training Requirements listed in Section 2: Overview of the training program of the* [*Clinical Radiology Training Program Handbook 2023*](https://www.ranzcr.com/doclink/clinical-radiology-training-program-handbook/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJzdWIiOiJjbGluaWNhbC1yYWRpb2xvZ3ktdHJhaW5pbmctcHJvZ3JhbS1oYW5kYm9vayIsImlhdCI6MTY5MDQxMzM5MSwiZXhwIjoxNjkwNDk5NzkxfQ.sef42rPT2RLi2QLc2G3zAUrNWx7YFTLTeaFn2h4kwe0).
* During the training, trainees will need to:
	+ Undertake reporting and procedural activities in breast imaging.
	+ Participate in relevant administrative duties, clinical and multi-disciplinary meetings and/or other training activities.
	+ Maintain general skills and knowledge by participating in after hours and on call activities.

Note: After hours and on call activities are not available within breast screen, trainees need to ensure this is completed through general radiology. It would be recommended that approximately 80% of the advanced trainee grant time is spent in breast imaging and 20% in general radiology.

## Requirements for Fellows

The program must have a proposed plan for involvement in breast imaging activities of **minimum** 60% of the advanced trainee grant time, including a minimum of 1,000 reads within a six-month grant period.

## Research project

During the 6-month traineeship it is expected that a study that does not require ethics approval will be undertaken. The study could include, but is not limit to a quality improvement project, teaching tool, case presentation or audit.

## Budget

The application must include an itemised budget (Appendix A, Section 5.1). This should detail baseline salaries, on-costs and any other expenses related to the salaries budget. The grant funding contributes towards the trainee’s salary and other costs associated with the training. It is the responsibility of the administrating institution to establish the appropriate remuneration grading for the trainee.

## Use of funds

The purpose of the BIATG funding is to contribute to a FTE salary for a trainee. The maximum funding provided is up-to $82,000 for a 6-month BIATG. Institutions can apply for one six-month grant.

The funds are to be used towards the package for the trainee and other incidental expenses related to the Program, such as, conference attendance, cost of presentations, and publications. It should be noted that support in-kind and basic infrastructure support to the trainee is the responsibility of the administering institution. The funds must be spent in NSW and for the primary purpose of the Program.

Grant funding will be paid in equal instalments each quarter once the candidate has been recruited. A refund of prepaid grants may be required, if reports are not submitted as per the agreement, or for any periods in which the trainee position is vacant.

## Grant timelines

The BIATG are awarded in calendar years. Trainees completing six-month traineeships are expected to commence either in January-February or July-August. Recognising that recruitment or other internal processes can cause delays for the applicant, the Institute allows for flexibility around start and end dates. Successful applicants that are not able to start their trainee(s) at the expected time should notify the Institute, at the latest one month prior to commencement of the grant period and negotiate an alternative start date. Traineeships must commence in the same calendar year as the Program round, and grant payments must be processed in the same financial year as the commencement of the traineeship.

## Reporting requirements

Trainees, supervisors and administering institutions will be required to submit progress and final reports. The final report should include breakdown of the grant funds that were spent throughout the project, including the amount spent per financial year and total amount received from the Cancer Institute NSW. Templates along with a reporting schedule will be provided to the successful applicants.

Trainees and supervisors may be invited to participate in a post training interview and/or present at the Radiologist Q Group, to share their experience and further enrich the Program.

## Application and selection

Upon receipt, applications will be reviewed for completeness and adherence to submission requirements. Incomplete applications will not proceed to the evaluation stage. Grant recipients will be selected through a competitive process. The BIATG review committee, comprised of independent experts in the field and the BreastScreen NSW State-wide Clinical Director or equivalent, nominated by the Institute, will evaluate submitted applications.

Each proposal will be reviewed, scored based on merit and the applicant’s ability to put forward a comprehensive plan for the BIATG, and then ranked. Each applicant will be notified of the evaluation outcome in writing. Interviews with applicants may be held at the discretion of the grant review committee.

## Submitting a proposal

Applications must be submitted by 5:00pm, 4 March 2024

|  |  |
| --- | --- |
| Date | Action |
| 4 March 2024 | * Applications due to Cancer Institute NSW
 |
| May 2024 | * Supervisors and institutions notified of outcome
 |

Please ensure the application is complete, by including responses to all eligibility and selection criteria, required attachments and the required sign-off and approval, before submitting.

Applications must be emailed in PDF format to Tracey Clifton – Tracey.Clifton@health.nsw.gov.au, with the subject *BIATG Program Application 2025*, by the cut-off date.

Faxed, posted, incomplete and/or late submissions will not be accepted.

## Further information

Further information and enquiries should be directed to:

Tracey Clifton

Project Officer, Business, Finance and Quality

Cancer Institute NSW

 Email: Tracey.Clifton@health.nsw.gov.au

# Appendix A: Breast Imaging Advanced Trainee Grant 2025 - Institution & Supervisor Application Form

## Contact details

|  |  |
| --- | --- |
| Item  | Details |
| Institution contact details | Title  |  |
| Full name |  |
| Address |  |
| Phone |  |
| e-mail |  |
| Contact person for the purpose of reporting and administration of the grant | Title  |  |
| Full name |  |
| Role |  |
| Address |  |
| Phone |  |
| e-mail |  |
| Institution ABN |  |
| Supervisor contact details | Title  |  |
| Full name |  |
| Role |  |
| Address |  |
| Phone |  |
| e-mail |  |

## Supervisor – Eligibility and selection criteria

1. Demonstrated evidence of past mentorship of successful trainees (Registrars or Fellows) within the last five-year period.
2. Ability and capacity to devote sufficient time to mentor the trainee in their training and directly supervise, or provide a supervisor for, their research project.
3. A developed plan of the proposed breast imaging training and research program for the trainee. The plan must be aligned with Requirements outlined in Section Three, page 5-6.

## Supervisor – Attachments

1. A brief CV with an overview of standing within the profession including academic qualifications and level, research or publication records, awards and recent clinical appointments and affiliations.
2. A one-page report of the potential trainee’s abilities and achievements which address the Advanced Trainee’s selection criteria (to be submitted when trainee is recruited).

## Administering institution – Eligibility and selection criteria

1. Demonstrated ability to successfully train specialists and registrars in diagnostic breast radiology over the last five years.
2. Demonstrated ability and capacity to provide a diagnostic practice appointment for the trainee.
3. Demonstrated ability and capacity to support the proposed research project.

## Administering institution

1. Itemised budget

|  |
| --- |
| Requested Budget: $ |

|  |  |
| --- | --- |
| **Itemised Budget** | **Amount** |
| Baseline salaries |  |
| On-costs |  |
| Other expenses |  |
| **Total Cost** |  |

|  |  |
| --- | --- |
| **In-kind Support** | **Amount** |
|  |  |
|  |  |
| **Total** |  |

## Activities checklist

Please indicate all modalities to which the trainee will have access over the duration of the grant period.

|  |  |
| --- | --- |
| Modality | Available |
| **Mammography** |
| * Screen Reading
 | Yes [ ]  No [ ] Estimate number during grant period\_\_\_\_\_\_\_\_\_\_\_ |
| * Diagnostic
 | Yes [ ]  No [ ] Estimate number during grant period\_\_\_\_\_\_\_\_\_\_\_ |
| * Tomosynthesis
 | Yes [ ]  No [ ] Estimate number during grant period\_\_\_\_\_\_\_\_\_\_\_ |
| * Breast Ultrasound
 | Yes [ ]  No [ ] Estimate number during grant period\_\_\_\_\_\_\_\_\_\_\_ |
| * Breast MRI
 | Yes [ ]  No [ ] Estimate number during grant period\_\_\_\_\_\_\_\_\_\_\_ |
| **Breast Biopsy (including axillae)** |
| * Stereotactic/Tomosynthesis guided
 | Yes [ ]  No [ ]  |
| * Ultrasound guided
 | Yes [ ]  No [ ]  |
| * MRI guided
 | Yes [ ]  No [ ]  |
| * Fine needle aspiration
 | Yes [ ]  No [ ]  |
| * Core
 | Yes [ ]  No [ ]  |
| * Vacuum assisted core
 | Yes [ ]  No [ ]  |
| **Marker Placement** |
| * With mammography
 | Yes [ ]  No [ ]  |
| * With ultrasound
 | Yes [ ]  No [ ]  |
| * With MRI
 | Yes [ ]  No [ ]  |
| **Breast Lesion Localisation (hookwire)** |
| * Stereotactic / Tomosynthesis guided
 | Yes [ ]  No [ ]  |
| * Ultrasound guided
 | Yes [ ]  No [ ]  |
| * MRI guided
 | Yes [ ]  No [ ]  |
| * Other (please specify)
 | Yes [ ]  No [ ]  |
| Multidisciplinary Team Meetings | Available |
| * Access to MDTs
 | Yes [ ]  No [ ]  | Frequency \_\_\_\_\_\_\_\_\_\_\_\_ |
| * Breast Imaging component presented by Advanced Trainee at MDT
 | Yes [ ]  No [ ]  | Frequency \_\_\_\_\_\_\_\_\_\_\_\_ |
| * Other (please specify)
 | Yes [ ]  No [ ]  | Frequency \_\_\_\_\_\_\_\_\_\_\_\_ |

## Action plan

|  |
| --- |
| Advanced trainee grant action plan |
| Research Project Title (if available): |  |
| Administering Institution: |  |
| Lead Supervisor’s Name: |  |

Please complete the planned timetable of weekly activities over the Advanced Trainee Grant period. This should include both clinical and research duties and indicate if the frequency is less than weekly (i.e., monthly meetings, fortnightly clinics). Please add or delete rows as appropriate.

|  |  |  |
| --- | --- | --- |
| Day |  | Planned activities |
| Monday | Morning |  |
| Afternoon |  |
| Tuesday | Morning |  |
| Afternoon |  |
| Wednesday | Morning |  |
| Afternoon |  |
| Thursday | Morning |  |
| Afternoon |  |
| Friday | Morning |  |
| Afternoon |  |

Please list any other supplementary planned activities which will be undertaken during the grant period (to be completed on an ad hoc basis, or for which the timeframe is unknown, e.g., education, quality assurance):

|  |
| --- |
| Additional duties |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |

|  |
| --- |
| Additional comments |
|  |

## Application approval and sign off

|  |
| --- |
| Lead supervisor |
| Title |  |
| First name  |  |
| Last name |  |
| Signature |  | Date |

|  |
| --- |
| Screening and Assessment Service (SAS) Director  |
| Title |  |
| First name  |  |
| Last name |  |
| Signature |  | Date |

|  |
| --- |
| Director of Diagnostic Radiology  |
| Title |  |
| First name  |  |
| Last name |  |
| Signature |  | Date |

|  |
| --- |
| Director of Training (if relevant) |
| Title |  |
| First name  |  |
| Last name |  |
| Signature |  | Date |

## Administering institution agreement

If successful, the administering institution agrees to:

1. Ensure it fulfils RANZCR requirements for accreditation of all training sites where the Advanced Trainee will be placed, including BreastScreen NSW Screening and Assessment Services.
2. Ensure the Advanced Trainee(s) fulfils RANZCR training curriculum requirements.
3. Provide a diagnostic practice appointment for the Advanced Trainee.
4. Support the proposed research project.
5. Provide basic professional workspace and access to IT for the Advanced Trainee.
6. Administer the Advanced Trainee Grant.
7. Support the application, supervisor and Advanced Trainee.

|  |  |
| --- | --- |
|  | Administering Institution Chief Executive Officer |
| Title |  |
| First name  |  |
| Last name |  |
| Signature |  | Date |

## Application checklist

Please check the boxes in the table below and attach and label the documents in the order shown; A 1), A 2), etc. *(If documents are not attached, please provide a comment)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Document** | **Y** | **N** | **Comment**  |
| A 1) | Institution and supervisor contact details  | [ ]  | [ ]  |  |
| A 2) | Supervisor supporting documentation addressing each selection criterion | [ ]  | [ ]  |  |
| A 3) | Supervisor attachment 1: CV | [ ]  | [ ]  |  |
|  | Supervisor attachment 2: Supervisor one-page trainee report (to be submitted when trainee is recruited) | [ ]  | [ ]  |  |
| A 4) | Administering institution supporting documentation addressing each selection criterion | [ ]  | [ ]  |  |
| A 5) | Administering institution attachment 1: Itemised budget | [ ]  | [ ]  |  |
| A 6) | Outline of proposed exposure to breast imaging modalities and activities (Activities Checklist) | [ ]  | [ ]  |  |
| A 7) | Outline of proposed diagnostic program (Action Plan) | [ ]  | [ ]  |  |
| A 8) | Administering Institution Approval  | [ ]  | [ ]  |  |
| A 9) | Administering Institution Agreement | [ ]  | [ ]  |  |

# Appendix B: Breast Imaging Advanced Trainee Grant 2025 - Advanced Trainee Application Form

## Contact details

|  |  |
| --- | --- |
| Item  | Details |
| Advanced Trainee contact details | Title  |  |
| Full name |  |
| Role |  |
| Address |  |
| Phone |  |
| e-mail |  |
| Independent Referee 1– contact details | Title  |  |
| Full name |  |
| Role |  |
| Address |  |
| Phone |  |
| e-mail |  |
| Independent Referee 2– contact details | Title  |  |
| Full name |  |
| Role |  |
| Address |  |
| Phone |  |
| e-mail |  |
| Independent Referee 3 – contact details | Title  |   |
| Full name |  |
| Role |  |
| Address |  |
| Phone |  |
| e-mail |  |

## Trainee - Eligibility and selection criteria

1. Highly developed diagnostic skills, proven empathy, understanding of the patient’s perspective, and an ability to communicate key information to the patient and their carers.
2. Strong commitment to the development of multi-disciplinary approaches to cancer diagnosis and care and ability to work as part of a team.
3. Demonstrated ability to undertake a research project.
4. Demonstrated ability to teach and train junior medical and radiography staff.
5. Clear understanding of the discipline of cancer radiology, including major international trends, and awareness of recent and major developments or improvements impacting on the discipline.
6. Availability to commence the traineeship in 2025.

## Trainee – Attachments

1. A CV that demonstrates substantial ability and excellence appropriate to career stage, and evidence of being a potential leader in the field.
2. Three independent referee reports.
3. Evidence of:
	1. being a resident of NSW during the traineeship,
	2. being affiliated with or a Fellow of RANZCR,
	3. having a qualification as a radiologist or of having passed the RANZCR Part II exam and of being in the final year of training,
	4. having appropriate APRHA registration to allow clinical practice,

## Research project outline

Please complete all sections below for the research project to be completed during the traineeship period.

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Background****/rationale:** |  |
| **Project objectives:** |  |
| **Methodology /activities:** |  |
| **Analysis plan (if relevant):** |  |

## Research activities schedule

*(Complete the relevant months only – add or delete rows as needed)*

|  |  |
| --- | --- |
| Month | Planned activities |
| January 2025 |  |
| February 2025 |  |
| March 2025 |  |
| April 2025 |  |
| May 2025 |  |
| June 2025 |  |
| July 2025 |  |
| August 2025 |  |
| September 2025 |  |
| October2025 |  |
| November 2025 |  |
| December 2025 |  |

## Advanced trainee signature

|  |
| --- |
| Advanced trainee |
| Title |  |
| First name  |  |
| Last name |  |
| Signature |  | Date |

## Application checklist

Please check the boxes in the table below and attach and label the documents in the order shown; B 1), B 2) etc. *(If documents are not attached, please provide a comment)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Document** | **Y** | **N** | **Comment**  |
| B 1) | Advanced trainee contact details | [ ]  | [ ]  |  |
| B 2) | Advanced trainee supporting documentation - Eligibility and Selection Criteria  | [ ]  | [ ]  |  |
| B 3) | Advanced trainee attachment 1 - CV | [ ]  | [ ]  |  |
|  | Advanced trainee attachment 2 – Three independent referee reports | [ ]  | [ ]  |  |
|  | Advanced trainee attachment 3 - Evidence | [ ]  | [ ]  |  |
| B 4) | Research project outline  | [ ]  | [ ]  |  |
| B 5) | Research activities schedule | [ ]  | [ ]  |  |
| B 6) | Advanced trainee signature | [ ]  | [ ]  |  |