

## Responsibilities of the PTC Named Chemotherapy Nurse Trainers

The named nurse trainers have an agreed list of responsibilities which include:

- Choosing nurses who are initially judged able to act as assessors of competence in chemotherapy administration
- Ensuring that staff administering chemotherapy in the service are trained and assessed for competence according to the competencies specified in the introduction or have met the exemption requirements as specified in the introduction.
- Training staff in the administration of chemotherapy via formal and informal teaching sessions, working one to one with staff and acting as a role model for junior staff regarding the safe administration of chemotherapy
- In collaboration with the relevant Chemotherapy and IV teams, at UCLH and GOSH respectively, provide chemotherapy workbooks for staff and mark and return them in a timely manner
- In collaboration with the relevant Chemotherapy and IV teams, at UCLH and GOSH respectively, Ward Manager and Band 6 Ward Nurses supervise practical assessments for staff undergoing chemotherapy training
- Conduct final practical assessments for chemotherapy administration for staff training to administer chemotherapy
- Inform relevant Chemotherapy and IV teams, at UCLH and GOSH respectively, when final practical assessments for staff training to administer chemotherapy have been successfully completed
- In conjunction with the C.P.F team, Ward Manager and Senior Nurse ensure that chemotherapy is only administered by nurses assessed as competent to do so