

Training for nurses within Children and Young People's Cancer Services

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UCL Hospitals is an NHS Foundation Trust incorporating the Eastman Dental Hospital, Elizabeth Garrett Anderson & Obstetric Hospital, The Heart Hospital, Hospital for Tropical Diseases, National Hospital for Neurology & Neurosurgery, The Royal London Homoeopathic Hospital and University College Hospital.

Table of Contents

1.0	Introduction	3
1.1.	Abbreviations & Definitions	3
1.2.	Scope.....	4
2.0	Stakeholders/Responsibilities	4
3.0	Equipment and Materials	5
4.0	Procedure	6
5.0	Process Indicators/Quality Controls	7
6.0	Limitations/ Planned Deviations	8
7.0	Related Documents	8

1.0 Introduction

Nurses require specialised training to enable them to acquire and maintain the necessary skills to care for children and young people with cancer. This policy defines the training levels for registered nurses working in the Children and Young People's Cancer Service at UCLH and GOSH. This is in addition to and does not replace each Trust's mandatory training requirements for nurses.

1.1. Abbreviations and Definitions

- **Chemotherapy team** - Specialist nurse team for Chemotherapy at UCLH
- **CYPCS** – Children's and Young People's Cancer Service
- **GOSH** – Great Ormond Street Hospital for Children Foundation NHS Trust
- **IV Team** – Specialist nurse team for Intravenous therapy at GOSH
- **NE** - Nurse Educator
- **Pan London** - Agreed learning and assessment tools used by all principle and shared care centres treating children and young people with cancer in London
- **PE** - Practice Educator
- **POSCU** - Paediatric Oncology Shared Care Unit
- **PTC** - Principle Treatment Centre
- **TYA** - Teenage and Young Adult
- **UCLH** - University College London Hospitals NHS Foundation Trust

Training Levels

- **Type 1 (child) * External Training**, – University accredited courses to at least 20 credits at level 6 or 7 (or equivalent courses which pre-date the credits system) in paediatric oncology nursing.
 Plus pan London chemotherapy administration equivalent to level 3 POSCU or PTC level
- **Type 1 (TYA) ** External Training** – University accredited courses to 20 credits at level 6 or 7 (or equivalent courses which pre-date the credits system) in haemato-oncology nursing or TYA oncology nursing.
- **Type 2 Full Internal Training – Foundation Internal training** plus pan London chemotherapy administration equivalent to level 3 POSCU or PTC level
- **Type 3 Foundation Internal Training** – Specialist paediatric and TYA cancer nursing skills but not chemotherapy administration

* Nurses working at Great Ormond Street Hospital or CYPCS at University College Hospital

** Nurses working on T12 North and TYA Day Care at University College Hospital

1.2. Scope

The scope of this policy is registered nurses in the unified PTC at GOSH and UCLH

2.0 Stakeholders/Responsibilities

Senior nursing staff at the PTC are responsible for facilitating training and development of staff. Specifically, these responsibilities include:

PE/ NE responsibilities:

- Develop the Pan London nursing educational strategy alongside the Lead Cancer Nurses and colleagues across the other London Hospitals
- Holding and maintaining up to date divisional nurse training records
- Provide teaching, learning resources and feedback to nurses working towards competencies in cancer nursing skills
- Provide teaching, learning resources and feedback to nurses working towards competencies in chemotherapy and cancer nursing skills
- Judge competence in cancer nursing skills within the PTC
- Allocate university courses in the PTC, in order to meet the requirements of the cancer measures
- Promote, encourage and support staff to attend internal and external study days and conferences relevant to their clinical area
- Create and facilitate an environment for learning

Chemotherapy Sister/ PE for Chemotherapy responsibilities

- Represent PTC at London Cancer chemotherapy expert reference group (CERG) meetings
- Lead chemotherapy training strategy for PTC and POSCUs
- Lead on and provide chemotherapy specific study days
- Overall responsibility for the supervision and judgement of competence in chemotherapy administration
- Maintenance of the locally held chemotherapy register including compliance with annual updates
- Provide teaching, learning resources and feedback to nurses working towards competencies in chemotherapy and cancer nursing skills
- Report and provide feedback and learning from chemotherapy specific incidents at the bimonthly joint chemotherapy group meetings

Ward Manager's responsibilities:

- Enable staff to be released to attend training and study courses
- Liaise with the PE/NE to highlight the learning needs of staff and the clinical area
- Facilitate learning and teaching with staff
- Foster an environment for learning

Senior Nurse/ Lead Cancer Nurse responsibilities:

- Develop the Pan London educational strategy for the alongside PE/ NE
- Promote the importance of education, training and learning
- Maintain a progressive educational focus amongst all staff

Lead Nurse Education ICI-LM

- In the joint role with London Southbank University, provide an academic link for delivering and development of up to date courses to meet the needs of the workforce

3.0 Equipment and Materials

For Type 3 training, 'Foundation Internal Training' the following learning and assessment packages are required:

GOSH	UCLH
Oral medication Workbook and competency assessment	Oral medication workbook and competency assessment.
Intravenous Therapy online learning package and practice assessment framework	Intravenous Therapy Administration Workbook. PANS Extended knowledge & skills for intravenous therapy workbook. Administration of an intravenous medications assessment.
PGD workbook	PGD workbook
Safe Transfusion practice for paediatrics online learning	Safe Transfusion for nurse's e learning. Blood product learning pack
Administration of Blood Components Assessment	Administration of Blood Components Assessment
Pan London Foundation Oncology Skills competency assessment document	Pan London Foundation Oncology Skills competency assessment document

For Type 2 training, 'Full Internal Training':

- All of the above detailed in 'Foundation Internal Training'
- Attendance of a Cytotoxic/chemotherapy specific study day
- Pan London Cytotoxic Chemotherapy workbook 1
- Pan London Cytotoxic Chemotherapy workbook 2 level 3 POSCU or PTC

In recognition that some staff may come to work in either Trust with previous training or experience in Paediatric or TYA cancer care, they will have this assessed and aligned against the above. An individual training plan will be developed in negotiation with the ward manager and PE/NE.

4.0 Procedure

Nurses working towards competence in foundation skills will be supported by nurses with a minimum of type 2 training.

On successful completion of learning packages, nurses must undergo practical assessment of their skills to judge final competence by the NE, PE or Chemotherapy Sister.

For chemotherapy competence this final assessment should be completed by either the chemotherapy sister or chemotherapy PE. In exceptional circumstances they may need to delegate this responsibility to either the PE or NE in the clinical area.

Should nurses be judged not yet competent at their assessment, feed back will be given and an action plan agreed between nurse and assessor with an agreed date for re-assessment.

Nurses will be expected to have completed or almost completed Type 2 training before being allocated a university accredited course (Type 1- external training)

Experienced cancer nurses new to GOSH or UCLH must provide evidence of equivalent training from their previous trust. Any further training needs will be identified with PE or NE at local induction. All nurses new to GOSH or UCLH must undergo practical assessment of their skills to judge final competence by the NE or PE.

The two day Foundation Oncology Skills course delivers teaching on the below topics, including their management and the nurse's role:

- Febrile Neutropenia
- Tumour Lysis syndrome and oncological emergencies
- Nausea and vomiting
- Blood Components
- Mouthcare and mucositis
- Central Venous Access Devices
- Treatment modalities
- Basic understanding of haematological and oncological conditions
- The impact of a cancer diagnosis on families

The Introduction to Cytotoxic Medication study day delivers teaching on the below topics:

- The cell cycle
- A basic understanding of common chemotherapy drugs and their action on the cell cycle
- Cytotoxic safety
- Common side effects and supportive therapies
- An introduction to cancer therapy protocols

Children and Young People's Cancer Service (CYPCS)

The following table details where evidence can be located for the training.

Specialised training	Location of evidence for UCLH		Location of evidence for GOSH		
	Human Resources Dept	Q pulse	Human Resources Dept	Divisional database O or K Drive	Trust wide training database
Registered to practice in accordance with NMC	X	x	X		
Oral drug administration		X			X
Intravenous drug administration		X			X
Blood Component administration		X			X
Attendance of foundation oncology skills training		X			X
Completion of Pan London Foundation Oncology skills competencies (or equivalent if completed elsewhere)		X		K drive	
Attendance of Cytotoxic/chemotherapy specific training day		X			X
PAN London Chemotherapy workbook 1		X			X
PAN London Chemotherapy workbook 2		X			X
Chemotherapy Competence Register		X		O Drive	X
Intrathecal Chemotherapy register		X		X	
Type 1 External Training		X			X

5.0 Process Indicators/Quality Controls

All learning tool workbooks must be completed to a satisfactory standard and signed off by the NE, PE.

External courses must be passed by the accredited university.

The final judgement of clinical competence, including the delegation of this task is the responsibility of the NE/PE/ Chemotherapy Sister.

Children and Young People's Cancer Service (CYPCS)

Annual updates in chemotherapy administration are provided and monitored by the chemotherapy sister/ chemotherapy PE.

* At GOSH the IV Team can sign off final competence for Intravenous Therapy and Blood component administration.

6.0 Limitations/ Planned Deviations

- If vacancies on the ward or day care areas result in a significant reduction in establishment the Senior Nurse, NE, PE or Ward Manager may need to prioritise and restrict attendance to training and study days
- If staff members are sick on days they are scheduled to attend training or study days staff members must report their sickness and absence through the usual reporting routes. This must then be reported to the NE/PE in order to facilitate rebooking.
- GOSH and UCLH form a principle treatment centre (PTC) for children and young people with cancer. Internal training, type 4, 'low risk' as defined by The Children's Cancer Measures (2014) is not relevant.

7.0 Related Documents

- Manual for Cancer Services; Children's Cancer Measures (DH 2014)
- Manual for Cancer Services; Teenagers and Young Adults Measures (DH 2014)
- Chemotherapy Measures (DH 2014)
- Nursing and Midwifery Education Strategy (UCLH 2008-2011)
- Nursing and Midwifery Practice Development Strategy (UCLH 2008-2011)
- Nursing and Midwifery Research and Development Strategy (UCLH 2008-2011)
- Pan London guidelines for the safe prescribing, handling and administration of systemic anticancer drugs (London Cancer Network Apr 2011)
- Cytotoxic and Cytostatic Medication- safe handling and administration (GOSH Clinical Practice Guideline 2015)
- Policy for the Safe Handling of Hazardous Medicines including Cytotoxic Chemotherapy (GOSH 2014)
- RCN competences: an integrated career and competence framework for nurses working in the field of children and young people's cancer care (RCN 2010)