

Coversheet for Network Site Specific Group Agreed Documentation

This sheet is to accompany all documentation agreed by Pan Birmingham Cancer Network Site Specific Groups. This will assist the Network Governance Committee to endorse the documentation and request implementation.

Document Title	Guidelines for a Training Programme for Nursing and Medical Staff in the Administration of Anti-cancer Drugs
Document Date	February 2009
Document Purpose	This Guidance has been produced to support the following: Network Training Programme for Nursing and Medical Staff in the Administration of Anti-cancer Drugs
Authors	Elaine Spellman Clinical Nurse Specialist – Chemotherapy UHBFT Clair McGarr Acting Project lead, PBCN
References	See document
Consultation Process	Reviewed by Chemotherapy NSSG Nurses Group and Chemotherapy NSSG Chair
Review Date (must be within three years)	February 2012
Approval Signatures: Network Site Specific Group Clinical Chair	
Date Approved by Network Governance Committee	10/02/09

Guidelines for a Training Programme for Nursing and Medical Staff in the Administration of Anti Cancer Drugs

Version History

Version	Summary of change	Date Issued
Draft 0.1	First draft	21.05.07
Draft 0.2	Reviewed by Chemotherapy NSSG Chair and final amendments made	04.06.07
Version 1.0	Approved at Governance Committee	18.06.07
Version 1.0	For review at Chemotherapy NSSG	10.11.08
1.0	Approved by the Chemotherapy NSSG and Chair – no changes made	10.11.08
1.0	Prepared for Governance Review process	11.12.08
1.0	Discussed at the Governance Committee Guidelines Review Sub Group – to return in February	21.01.09
2.0	Endorsed by the Governance Committee Guidelines Review Group	10.02.09

No changes were made during the review process in 2008

1. Scope of the Guideline

- 1.1 This guidance has been produced to make recommendations for a Network training programme for nursing and medical staff in the administration of anti-cancer drugs.

2. Guideline Background

- 2.1 This document aims to combine up to date research, current thinking, and local expert opinion to generate Network Guidelines for the training of nursing and medical staff undertaking the administration of anti-cancer drugs

Guideline Statements

3. All personnel who prescribe or handle cytotoxic material will receive education and training appropriate to their level of involvement. In addition to in house training we offer access to University accredited courses – Care Of the Patient Receiving Cytotoxic Chemotherapy at University of Central England and Wolverhampton University.

4. Medical Staff

- 4.1 All new Medical staff working with chemotherapy will be given an induction which will include:
- a) The local Trust policy for safe prescribing, handling and administration of intrathecal chemotherapy.
 - b) The local Trust policy for safe prescribing, handling and administration of chemotherapy.

- c) Prescribing chemotherapy/ assessment of patients receiving chemotherapy.
- d) Management of symptoms, side effects and complications associated with chemotherapy.

4.2 Medical staff may only administer chemotherapy if they have received appropriate training, assessment and undertaken an annual chemotherapy update.

4.3 Medical staff required to prescribe or administer intrathecal chemotherapy will receive specific training and registration.

5. Hospital Nurses

5.1 Registered Nurses

5.1.1 All nursing staff new to areas administering chemotherapeutic agents will attend an in-house chemotherapy training programme or a university accredited course in the care of the patient receiving cytotoxic chemotherapy.

5.1.2 All nurses should work within the Nursing and Midwifery Council (NMC) Code of Professional Conduct: standards for conduct, performance and ethics.¹

5.1.3 Nurses administering and checking chemotherapy should have a working knowledge of the NMC Guidelines for the Administration of Medicines, and their local medicines policy.

5.1.4 All nurses involved in the administration of chemotherapy must have completed a period of training, the content of which should be agreed by the senior nurse responsible for chemotherapy training and education, and the cancer network.²

5.1.5 Training should include as a minimum:

- a) Supervision and training, including attendance at a Chemotherapy training programme.
- b) Assessment of competence using a competency framework.
- c) Assessment of underpinning knowledge.

5.1.6 In order to ensure safe administration of intrathecal drugs, nurses involved with the checking procedure for intrathecal Cytotoxic chemotherapy must have received appropriate training and be recorded on the register of designated personnel and refer to local Trust Policy for Safe Prescribing, Handling and Administration of Intrathecal Chemotherapy.

5.1.7 All nursing staff working in areas that are authorised to administer intrathecal chemotherapy will receive education and information to highlight the importance of safe administration of intrathecal cytotoxic chemotherapy.

5.1.8 Nurses administering chemotherapy must have their competence reviewed annually² (as part of annual PDRs).

5.1.9 A record of trained and competent staff should be maintained within the clinical chemotherapy service².

- 5.1.10 Nurses administering IV chemotherapy must have completed a course in the Administration of IV Medications and understand the wider implications of undertaking this practice. They should have demonstrated clinical competence in the administration of IV medications before progressing to the administration of IV chemotherapy.³
- 5.1.11 Nurses must cease administering chemotherapy unsupervised if their competency has expired.
- 5.1.12 Nurses undergoing their period of training may administer chemotherapy under the supervision of a nurse who is fully trained and competent in the administration of chemotherapy.

5.2 Non-Registered Nursing Staff

- 5.2.1 All nursing staff working in clinical areas where cytotoxic drugs are administered will receive training in safe handling, spillage, storage and disposal of cytotoxic and waste products annually.
- 5.2.2 All nursing staff working in areas that are authorised to administer intrathecal chemotherapy will receive education and information to highlight the importance of safe administration of intrathecal cytotoxic chemotherapy.

6. Community Nurses

- 6.1 Community nurses will rarely need to administer cytotoxic drugs other than subcutaneous cytarabine, intramuscular methotrexate, or disconnection of pumps that have contained cytotoxic drugs. In all cases nurses will be given written authorisation from the hospital doctor / chemotherapy nurse for each patient. The authorisation will give instructions for the administration of the drugs, safe handling, spillage advice and extravasation instructions. Specific training will be offered to community nurses involved on a 'when necessary' basis.

Monitoring of the Guideline

Implementation of the guidance will be considered as a topic for audit by the NSSG in 2011/2012 and reviewed in February 2012.

Authors

Elaine Spellman Clinical Nurse Specialist – Chemotherapy
University Hospital Birmingham NHS Foundation Trust

Clair McGarr Acting Project Lead
Pan Birmingham Cancer Network

References

1. NMC (2004) Code of Professional Conduct: Standards for conduct, performance and ethics, Nursing and Midwifery Council (2004)
2. Manual of Cancer Services (2004)

3. RCN (1998) Clinical Practice Guidelines: the administration of chemotherapy Royal College of Nursing, London
4. NMC (2004) Code of Professional Conduct: Standards for conduct, performance and ethics, Nursing and Midwifery Council (2004)
5. Manual of Cancer Services (2004)
6. RCN (1998) Clinical Practice Guidelines: the administration of chemotherapy Royal College of Nursing, London

Approval Date of Network Site Specific Group Date 10 November 2008

Approval Date by the Clinical Governance Committee Date 10 February 2009

Approval Signatures


Pan Birmingham Cancer Network Governance Committee Chair

Name: Doug Wulff

Signature  Date 10 February 2009

Pan Birmingham Cancer Network Manager

Name: Karen Metcalf

Signature  Date 10 February 2009

Network Site Specific Group Clinical Chair

Name: Harriet Launders

Signature  Date 10 November 2008