
Apheresis Training and Assessment Procedure

1. PURPOSE

This procedure describes the strategy for training and assessment for Division 1 Nurses performing Haemopoietic Progenitor Cell collections for the Haemopoietic Stem Cell Transplant (HSCT) Programme at The Royal Children's Hospital. This document compliments the generic HSCT Programme Quality System Standard Operating Procedure, QS-P-005, Staff Training and Assessment.

2. SCOPE

This process applies to training, competency and ongoing professional development of all Division 1 Nurses who are associated with collecting Haemopoietic Progenitor Cell by Apheresis (HPC-A) within the HSCT Programme of the Children's Cancer Centre (CCC) at the Royal Children's Hospital (RCH).

3. RESPONSIBILITY

It is the responsibility of the **Head of the HSCT Programme** to;

- Nominate appropriate trainers to address any specific area of competency.
- Work in consultation with Nurse Unit Managers / Senior Nurses in order to attain best practice.

It is the responsibility of the **Nurse Unit Manager or delegate** to;

- Co ordinate appropriate supervision for the tuition of Division 1 Nurses to perform HPC-A collections.
- Ensure that trainers (not necessarily from within the RCH organisation) are competent in the area of HPC-A and / or possess an in depth understanding and experience of the associated standard operating procedures and are capable of explaining essential background knowledge.
- Review training and identify any retraining requirements.
- Ensure annual performance and competency assessments are completed.

It is the responsibility of the **Quality Manager (QM) or equivalent** to;

- Provide training in the HSCT Programme Quality System.
- Monitor implementation, maintenance and compliance to this procedure.

4. DEFINITIONS

Div 1 Nurse - There are 2 levels of nurse in Victoria, the Registered Nurse Division 1, and the Registered Nurse Division 2 (also known as an Enrolled Nurse in Other States/Territories). Registered Nurses in Victoria must be registered under the *Health Professionals Registration Act 2005* with the [Nurses Board of Victoria](#).

5. EQUIPMENT AND SUPPLIES

Refer to the HSCT Controlled Document drive for references (PDF) of selecting reading in addition to external controlled documentation as listed in the reference section of this document.

Documentation:

- Continuing Education Attendance Record. QS-F-001.
- Staff Training and Version Update Record. QS-F-005.
- Apheresis Div. 1 Training Record. AP-F-001.
- Apheresis Procedures Training Record. AP-F-002.

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6. PROCEDURE

6.1 Orientation

- Refer to the generic HSCT Programme Quality System Standard Operating Procedure, QS-P-005, Staff Training and Assessment.

6.2 Training and Competency Assessment

Refer to:

- Apheresis Guidelines. ANZAA. 1998. AP-E-006.
- Guidelines for Education, Training and Competency in Apheresis. ANZAA. 2001. AP-E-004.

6.2.1 The trainee must participate in the organisational competency requirements. These include;

- Annual CPR proficiency skills.
- Emergency drugs, their dosages and routes of administration.
- Annual assessment of fire and evacuation procedures.
- Actions to be taken as emergency response procedures.

Staff members participation in organisational competency requirements will be recorded according to hospital Policy and Procedures.

NOTE: The Nurse Unit Manager or delegate is responsible for assessing the past experience of the trainee Div 1 Nurse and in consultation with the trainee determining which "Competency Packages" developed by RCH should be completed as part of the training process. Completion of any competency packages is recorded on QS-F-001 and facilitates trainer assessment of the trainee to perform HPC-A.

6.2.2. One component of Apheresis Operator training is recorded on Apheresis Div. 1 Training Record, AP-F-001. It is a summary of the training program, with reference to mandatory Apheresis Equipment Documentation and competency assessment proforma's.

6.2.3 The trainee will obtain the knowledge and ability to safely and competently operate the apheresis machine, the Cobe Spectra™ by successfully completing the training programs and competency assessment tools as published by the manufacturer and the Australian and New Zealand Apheresis Association (ANZAA) Inc.

- Cobe Spectra Paediatric Considerations and Accessory Products. In service Student Workbook. Gambro BCT. AP-E-002.
- Therapeutic Apheresis Operator Competency based Orientation and Education Package. ANZAA. AP-E-005.

6.2.4 At the completion of the above mentioned assessment tools the operator will be proficient with the Cobe Spectra™ and deemed as competent by the trainer in;

- All aspects of the machine and kit components.
- Identification of the machine safety features.
- Understanding the mechanism of the machine's separation device.
- Understanding the vein monitoring system and flow rate control.
- Identification of tubing links, pathways and their significance.
- Demonstrating correct machine cleaning methods and routine maintenance enabling completion of AP-F-003, Cobe Spectra™ General Maintenance Record.

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- Installation and priming of the procedure kit.
- Performing procedure programming and associated software variation.
- Understanding the Control Panel and access and modify procedural information as appropriate.
- Troubleshoot successfully potential problems arising from the instrument.

6.2.5 At the completion of the recommended Competency Packages as determined by the Nurse Unit Manager or Delegate, the operator will have a sound knowledge base and will have the ability to;

- Skilfully perform venepuncture and cannulation.
- Discuss and describe the procedure with the donor according to the age and development level and to the parent / caregiver.
- Discuss and understand the use of drugs during a run.
- Discuss and understand the choice of appropriate replacement fluid.
- Manage appropriately patient reactions and complications.
- Independently perform a HPC-A procedure.

6.2.6 The other component of the training involves practical tuition of the Div 1 Nurse performing the procedure both under supervision and independently, according to standard operating procedure, AP-P-002, Haemopoietic Progenitor Cell Apheresis using the Cobe Spectra™. All training procedures will be recorded on AP-F-002, Apheresis Procedures Training Record.

6.2.7 The trainee will be deemed as competent by the trainer on completion of;

- assessment tools as outlined on AP-F-001,
- competency packages (commensurate with experience), recorded on QS-F-001 and
- on completion of 3months of training and/or personally performed 15 supervised procedures, recorded on AP-F-002.

(In accordance with Apheresis Guidelines. ANZAA. 1998. AP-E-006.)

6.3 Ongoing Training

6.3.1 Retraining (as required) and revisions to current procedures are acknowledge by completing QS-F-005, Staff Training and Version Update Record.

6.3.2 It is recommended by ANZAA that all Apheresis operators undergo competency evaluation that demonstrates relevant current safe practice at 3 yearly intervals. This is addressed by review of the assessment tools as outlined on AP-F-001.

7. ENDPOINT

A Div 1 Nurse who has completed the requirements and is deemed as proficient and competent by the trainer and Nurse Unit Manager to perform HPC-A from donors attending the HSCT Programme at RCH.

8. ATTACHMENTS

NIL

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9. REFERENCES

9.1 Staff Training and Assessment. QS-P-005. Version 001. 2008.

9.2 Cobe Spectra™ Apheresis System. Essentials Guide. Gambro BCT. Lakewood Colorado. AP-E-001. 2007.

9.3 Cobe Spectra™ Paediatric Considerations and Accessory Products. In service Student Workbook. Gambro BCT. Lakewood Colorado. AP-E-002. 2007.

9.4 Cobe Spectra™ Apheresis System. Cell Therapy Guide. Gambro BCT. Lakewood Colorado. AP-E-003. 2007.

9.5 Apheresis Guidelines. ANZAA. AP-E-006. 1998.

9.6 Guidelines for Education, Training and Competency in Apheresis. ANZAA. AP-E-004. 2001.

9.7 Therapeutic Apheresis Operator Competency based Orientation and Education Package. ANZAA. AP-E-005. 2006.