

Children's Cancer Centre Nurse Training Record

This is a training record of general (delete as applicable to Div 1 or 2) clinical skills developed as a check list for new nursing staff of the Children's Cancer Centre (CCC). This checklist should be completed in addition to specific "learning packages" developed by CCC and RCH and particular training and revisions for the HSCT Programme as appropriate. Completion of learning packages is recorded on QS-F-001, Continuing Education Attendance Record, completion of HSCT Programme training and revisions is recorded on QS-F-005, Staff Training and Version Update Record. It is the responsibility of the trainee to maintain and complete this training record, CL-F-001, QS-F-001 and QS-F-005 according to Staff Training and Assessment procedures, QS-P-005 & CL-P-010.

Trainee		RCH New Starters Kit	
Position		RCH Orientation	
Commencement Date		Intro. To Quality Systems	

SKILL	OBSERVED TRAINING			SUPERVISED TRAINING			INDEPENDENT TRAINING		
	Date	Trainee Sign	Trainer Sign	Date	Trainee Sign	Trainer Sign	Date	Trainee Sign	Trainer Sign
GENERAL									
• Orientates Family and Patient to CCC.									
• Ensures family have appropriate telephone numbers etc.									
• Considers immediate family needs when first admitted-child is distressed or acutely unwell.									
• Endeavours to minimise patient anxiety and distress by age appropriate explanation, distraction etc.									
• Correctly places Angel cream / Emla.									
• Positions patient 'for comfort' during procedures.									
• Accesses Comfort First Psychologists.									
• Uses distraction techniques etc.									
• Reports changes in patient status to AUM in a timely manner.									

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• When reporting changes in patient status evaluates what is happening and thinks of management strategies.									
• Provides appropriate pain relief e.g. following CVAD insertion, pre M/C in a patient with mucositis.									
• Aware of attendance requirements at Unit Meetings.									
• Aware of Fasting requirements and preparation of paperwork for patient attending theatre.									
• Administration of Platelets									
• Administration of Packed Red Blood Cells									
• Administration of Albumin									
• Evaluation of NGT placement according to guidelines. Aware of rationale.									
• Recognises when Herpes swab is required.									
• Collection of specimens for CMV screening.									
• IDC management									
• Aware of indications for performing a BSL.									
• Patient preparation for sedation (fasting etc)									
• GFR									
• Collection of urine specimen for catecholamines, osmolality.									

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AIRWAY / RESPIRATORY MANAGEMENT									
• Identification of patients at risk for airway compromise / distress.									
• Oxygen and suction administration.									
- correctly setting up the oxygen and suction equipment									
- administration via Hudson mask									
- administration via nasal prongs									
- understanding of humidification of oxygen									
- setting up and using portable oxygen and suction									
- able to change portable oxygen cylinder									
• Positioning a patient to maximize air entry.									
• Positioning a patient during an emergency.									
• Respiratory assessment									
- signs and symptoms of respiratory distress									
- indications for oxygen saturation monitoring									
MEDICATIONS									
General									
• Knows how to access Medication Policies, CPG drug guidelines, MIMS on RCH intranet & appropriate use of references.									
• Knowledge of location of CCC drug resources.									

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• Accesses AUM, CF, Oncology Pharmacy as appropriate.									
• Demonstrates understanding of 6R's of medication administration.									
• Documents allergies in appropriate areas & placement of red armbands on patient.									
• Demonstrates knowledge of common drugs given in CCC.									
• Accountability for all drug administration & acknowledges limitations.									
• Correctly documents all drugs (DD's & signing of drug chart MRXXX)									
• Knowledge and location of emergency drugs.									
• Capable of accessing CPG Anaphylaxis on RCH intranet.									
• Knowledge of common side effects and recognises reactions.									
Oral Medications									
• Knowledge of single and double checks for respective oral medication.									
• Competent administration of medication via nasogastric tube									
• Administration of oral medication using age appropriate methods;									
- Infant									
- Child									
- Adolescent									
• Appropriate administration of nurse initiated medications.									

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Intravenous Medications									
• Correct reconstitution of antibiotics or drugs with powder volume.									
• Correct withdrawal of medications from vials.									
• Double check of ALL IV medications to patients.									
• Administration of IV drugs via a bung.									
• Administration of IV drugs via a burette.									
• Administration of IV drugs via multi lines, aware of compatibilities and incompatibilities.									
• Preparation of narcotic infusion.									
• Administration of bolus dose via syringe pump.									
• Recording of observations for narcotic infusions according to guidelines.									
• Completes cannulation of an infusaport for hospital admission.									
• Completes decannulation of an infusaport.									
• Recognition of fluid requirements.									
• Recognition of fluid restrictions.									
• Recognizes when titrating fluids is required e.g. IV+NGT									
• Recognition of required GI replacement fluids.									

