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## CCC Nurse Training and Competency Evaluation In Haemopoietic Progenitor Cell Transplantation

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### 1. PURPOSE

This procedure describes a strategy for training and assessment of registered Nurses (Division 1 and 2) caring for patients within the Haemopoietic Stem Cell Transplant (HSCT) Programme of the Children's Cancer Centre (CCC) at The Royal Children's Hospital (RCH) Melbourne. This document compliments the generic HSCT Programme Quality System Standard Operating Procedure, QS-P-005, Staff Training and Assessment. Both these documents (QS-P-005 and CL-P-010) outline the CCC Nurse Competency evaluation process for Haemopoietic Progenitor Cell Transplantation.

### 2. SCOPE

This process applies to training, competency and ongoing professional development of Nurses caring for patients and donors in the care of the HSCT Programme.

### 3. RESPONSIBILITIES

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

- Work in consultation with Nurse Program and Unit Manager(s) / Senior Nurses in order to attain best practice.
- Nominate and support as required, appropriate trainers to address any specific area of competency.

It is the responsibility of the **Nurse Program Manager** to;

- Work in consultation with Nurse Unit Managers / Senior Nurses / Nurse Coordinators in order to attain best practice.
- Support continuing education initiatives for all Nursing staff.
- Nominate as required appropriate trainers to address specific areas of competency.

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

- Co ordinate appropriate supervision for the tuition of Nurses to perform procedures according to RCH Policies and Procedures and HSCT Programme Standard Operating Procedures.
- Ensure that trainers (not necessarily from within the RCH organisation) are competent in the area of instruction or possess an in depth understanding and experience of associated standard operating procedures and are capable of explaining essential background.
- Review training and identify any retraining requirements.
- Ensure annual performance and competency assessments are completed according to RCH Policy.

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.

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### 4. DEFINITIONS

**ACPCHN** – Australian Confederation of Paediatric and Child Health Nurses.

**ANMC** - Australian Nursing and Midwifery Council. The ANMC is a peak body established in 1992 to facilitate a national approach to nursing and midwifery regulation. The ANMC works with state and territory Nursing and Midwifery Regulatory Authorities (NMRA) in evolving standards for statutory nursing and midwifery regulation. The ANMC is also an authorised assessing authority for the Department of Immigration and Citizenship (DIAC) and undertakes skills assessments of internationally qualified nurses and midwives seeking permanent migration in Australia. Link: [www.anmc.org.au](http://www.anmc.org.au)

**FACT-JACIE** – Foundation for the Accreditation of Cellular Therapy and the Joint Accreditation Committee- ISCT and EBMT.

**NBV** - Nurses Board of Victoria. The Nurses Board of Victoria is a self-funded statutory authority incorporated under the *Health Professions Registration Act 2005*. Now in its 14th year of operation, nurses have been regulated in Victoria for more than 80 years. Link: [www.nbv.org.au](http://www.nbv.org.au) Practice Standards, Guidelines and Codes

**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 Registration Act 2005* with the Nurses Board of Victoria.

**Div 1 Nurse** – To be eligible for registration as a Division 1 Registered Nurse you will need to undertake and successfully complete a Bachelor of Nursing degree.

**Div 2 Nurse** - To be eligible for registration as a Division 2 Registered Nurse you will need to undertake and successfully complete the minimum qualification, Certificate IV in Nursing (Enrolled/ Division 2 Nursing). Note Div 2 Nurse who have completed the NBV accredited course and registration endorsed by NBV for medication administration.

**PICS** - The Statewide Paediatric Integrated Cancer Service (PICS) is part of the Victorian Government's broader cancer reform strategy through which metropolitan and regional integrated cancer services have been established to strengthen the quality, consistency and integration of cancer care throughout Victoria. PICS is a partnership between three specialist Paediatric cancer service providers; the Royal Children's Hospital (RCH); Southern Health(SH) and the Peter MacCallum Cancer Centre.

### 5. EQUIPMENT AND SUPPLIES

Refer to the HSCT Controlled Document drive (CCC Department Listing on intranet) for references (PDF) of selected reading in addition to the RCH Intranet which broadcasts relevant Hospital Clinical Guidelines and Competency Packages.

Documentation used to record participation and completion of training:

- Continuing Education Attendance Record. QS-F-001.
- Staff Training and Version Update Record. QS-F-005.
- Children's Cancer Centre Nurse Training Record. CL-F-001.
- HPC Transplant Module Checklist. CL-F-005.

Trend Care software is available on the CCC Ward and can be utilised to electronically record participation in training activities.

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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

**NOTE:** The Nurse Unit Manager or delegate in consultation with the Nurse Program Manager and the trainee is responsible for assessing the trainee's past experience and determine which RCH and CCC "Competency / Learning Packages" and "CCC Study Days" should be completed as part of the training process. Completion of any Competency / Learning Package or Study Day is recorded on QS-F-001, Continuing Education Attendance Record or Trend Care and facilitates trainer assessment.

**Refer to:**

- Competencies for the Specialist Paediatric and Child Health Nurse. ACPCHN. 2006. CL-E-004.

**6.2.1 RCH Packages.** The trainee will participate and complete, as directed, in RCH organisational competency requirements. These include;

- Annual assessment of fire and evacuation procedures.
- Actions to be taken as emergency response procedures.
- Annual CPR proficiency skills.
- Drug Awareness Package: Emergency drugs, their dosages and routes of administration.
- Smart Lifting Training.
- Pain Assessment Competency (on-line).
- PCA Competency (on-line).
- Blood Transfusion Competency (on-line).

Participation in organisational competency requirements will be recorded according to RCH Policies and Procedures and on QS-F-001, Continuing Education Attendance Record.

**6.2.2 CCC General Clinical Skills.** The CCC Nurse Training Record, CL-F-001, records training of general clinical skills for Div 1 and Div 2 Nurses of the CCC. The Nurse Unit Manager or delegate determines which skills, commensurate with the nurses' registration and in accordance with their position description, need to be completed.

**6.2.3 CCC Packages and Study Days.** The trainee will participate and complete, as required, CCC Competency / Learning Packages and Study Days which are developed and authorised by the CCC Education Team. Topics covered (note, topics are co ordinated by the CCC Education Team ) include;

- CVAD Learning Package.
- Pharmacology Learning Package.
- Blood Product Learning Package.
- Fluid Balance Competency Package.
- An Introduction to Paediatric Oncology. (Study Day as part of the PICS initiative)
- Chemotherapy Accreditation. (Study Day as part of the PICS initiative)

Participation in CCC Competency / Learning Packages and Study Days will be recorded on QS-F-001, Continuing Education Attendance Record and/or electronically on Trend Care.

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**6.2.4 HPC Transplant Module.** The Haemopoietic Progenitor Cell Transplant Module checklist, CL-F-005, is in accordance with the FACT-JACIE Clinical Program Standards.

- This checklist denotes a range of skills which maybe applicable, as deemed by the respective manager, to Nurses, Patient Services Assistants and Medical Officers.
- Only applicable skills corresponding with the trainee's qualifications and position description need to be completed as authorised by the respective manager.
- Training for each skill is addressed by participation in the 3 stage training process (observed, supervised and independent) on the respective Staff Training and Version Update Record, QS-F-005 associated with each skill's Standard Operating Procedure.

### 6.3 Competency Evaluation

6.3.1 The Nurse will be deemed as competent by the Nurse Unit Manager or delegate on completion and assessment of;

- RCH Packages as listed in section 6.2.1 and recorded on QS-F-001.
- CCC Nurse Training Record, CL-F-001.
- CCC Packages and Study Days as listed in section 6.2.3 and recorded on QS-F-001 and Trend Care.
- Completed HPC Transplant Module Checklist (as applicable), CL-F-005 as verified against the respective Staff Training and Version Update Record, QS-F-005.

### 6.4 Ongoing Training

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

6.4.2 Competency evaluation that demonstrates relevant current safe practice will be completed as recommended the CCC Education Team.

## 7. ENDPOINT

A CCC Nurse who has successfully completed requirements (as applicable to Position Description)and is deemed as proficient and competent by the trainer and the Nurse Unit Manager to care for patients and donors of the HSCT Programme.

## 8. ATTACHMENTS

Nil

## 9. REFERENCES

9.1 International Standards for Cellular Therapy Product Collection, Processing and Administration. FACT-JACIE. Fourth Edition. October 2008.

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

9.3 Competencies for the Specialist Paediatric and Child Health Nurse. ACPCHN. CL-E-004. 2006.

9.4 Assessment of Clinical Competence. V. Wass, Cees Van der Vleuten, John Shatzer and Roger Jones. Lancet 2001; 357:954-49.