

Guide for Children's ODNs and CTYA cancer CRG on interpreting the out-of-date Appendix 3 in the Service Specifications for the Children's ODN, PTCs and POSCUs Nov 2021 [1746]

This guide to interpreting appendix 3, sets out more contemporary recommendations for education and training the nursing workforce who are caring for children and young people with cancer across Operational Delivery Networks (ODN's) in England. This can also be used as guidance for other UK nations.

ODN's must agree a nurse training programme for Children and Young People's (CYP) Cancer Nursing and Systemic Anti-Cancer Therapy (SACT) administration within the network.

ODN leads in conjunction with educators based within the Principal Treatment Centre (PTC) should have oversight of the education and training provided to nursing staff within the ODN.

The ODN may choose to share the provision of training programmes within one or more ODN's.

Training recommendations have been designed to align with the CCLG Career and Education Framework (CCLG CEF) for Children and Young People's Cancer Nurses.

Baseline CEF for all nurses on children's cancer services: mapped to nursing levels and PTC, POSCU, community and general services:

<https://www.cclg.org.uk/professionals/cyp-cancer-framework> .

Specialist CEF for nurses working in late effects and long term follow-up at higher levels of practice: <https://www.cclg.org.uk/professionals/long-term-follow-up-framework> .

Foundation Training

Programmes being utilised for Foundation level training should be agreed by the ODN.

Foundation training should be mapped to facilitate achieving the CCLG CEF competency-based knowledge and skills learning, with nurses achieving competencies relevant to service needs, individual job roles and nursing level (which includes student, assistive and supportive nursing levels through to consultant nurse level). Appropriate elements of this foundation training should be offered to the whole nursing workforce not just registered nurses, i.e. including students and apprentices on oncology placement, healthcare support workers, and nursing associates.

All PTC registered nurses in the oncology in-patient, day care and clinic facilities including Clinical Nurse Specialists (CNSs) must complete foundation level training within 3 to 12 months of employment.

All POSCU Lead Cancer Nurses, oncology CNSs working in in-patient, day care and clinic facilities must complete foundation level training within 3-12 months of employment. The number of other POSCU registered nurses who need to complete foundation level training

should be agreed with the ODN who must ensure a cohort of nurses at each POSCU, sufficient to meet the workforce staffing minimum standard defined in section 2, have access to training.

Nurses from POSCU's and Community settings can complete foundation training offered by the PTC or run their own foundation training if it meets the criteria in this section. When Foundation Training is being delivered outside of the PTC e.g. in Paediatric Oncology Shared Care Units or Community settings these should be supported and/or peer reviewed by ODN or PTC Educators.

Foundation training (mapped to CCLG CEF) can also be offered to general nurses or specialists nurses working outside the field on oncology, but who regularly support children's cancer services. For example, Children's Community Nurses, PICU nurses, Emergency Department Nurses. The CCLG CEF is structured to inform which competencies and elements of foundation training would be applicable to generalist or other specialty roles.

Note: CCLG eLearning Units for multi-professionals "An Introduction to cancer in a child, teenager or young adult" (<https://learning.cclg.org.uk/>) contribute to many of the knowledge-based competencies required in foundation training but need supplementing with local knowledge and skills training in topics such as febrile neutropenia, central venous access device care, and blood product support. It cannot be exclusively used for foundation training.

Systemic Anti-Cancer Therapy (SACT) Administration Training

Programmes being utilised for SACT training should be agreed by the ODN.

The UKONS / CCLG Systemic Anti-Cancer Therapy (SACT) Competency Passport (SACT Passport), along with the CCLG CEF Section 6 'Systemic Anti-Cancer Therapies' should be used as the guide to map theoretical SACT training days, teaching content, and competency assessment.

SACT Passport <https://www.cclg.org.uk/professionals/cyp-sact-passport>

All nurses training to administer SACT within PTC's, POSCU's and community teams must complete the relevant sections of the SACT Passport for their area of practice. Commencement of SACT training should be within 8 to 24 months of commencing in post for nursing roles which require SACT administration and / or monitoring SACT infusions and SACT side effects.

Advanced Training

Advanced training refers to advancing the skills and knowledge within the cancer nursing workforce beyond foundation level to achieve an adequate skill mix across a breadth of necessary topics which may be broader than 'children's cancer care.' These courses may be accredited or non-accredited based on service need for workforce knowledge and skill mix. They may be in-house or run in conjunction with a Higher Educational Institution (HEI) or NHS Learning Academies.

Programmes being utilised for advanced training should be agreed by the ODN, to meet local service requirements. They will vary by PTC depending on the range of tertiary and quaternary cancer services offered. Nurses in cancer specialist roles, i.e. clinical nurse specialists, advanced nurse practitioners, consultant nurses will need a combination of advanced training, which must contain one element that is children's cancer specific.

Courses must have a Children and Young Person's focus / relevance (i.e. not purely adult patient focused with an expectation that the learner has skills to adapt learning).

They may include (but not restricted to):

- Cancer / malignant haematology and where applicable non-malignant haematology,
- SACT,
- Palliative Care,
- Haematopoietic Stem Cell Transplant / Bone Marrow Transplant,
- Teenage and Young Adult Cancer,
- Neuro-Oncology,
- High Dependency Care/Critical Care Levels 1 and 2.
- Leadership and management
- Psychology Level 2 elements, e.g. Advanced communication skills, emotional first aid, basic counselling courses, basic cognitive behavioural therapy, basic acceptance commitment therapy etc.

PTC Recommendation: all band 6 nurses and above to have commenced advanced level training in an area relevant to their job role within 1-2 years in post.

POSCU and Community Recommendation: all nurses working in CYP cancer specific roles e.g., POSCU clinical nurse specialists, POSCU lead nurse, POSCU outreach nurse specialists, nurses who are responsible for signing off cancer related competencies according to the CCLG CEF, community nurses with a regular children's cancer caseload, to have commenced advanced level training in an area relevant to job role within a year of commencing in post.

PTC and POSCU Nursing Workforce and Staffing Standards

The RCN document referenced is no longer in existence and was replaced by the following suite of documents by the RCN in 2022

- <https://www.rcn.org.uk/Professional-Development/Nursing-Workforce-Standards>
 - <https://www.rcn.org.uk/Professional-Development/Nursing-Workforce-Standards/Nursing-Workforce-Standards-Checklists>
 - <https://www.rcn.org.uk/professional-development/publications/rcn-workforce-standards-uk-pub-009681>
 - <https://www.rcn.org.uk/-/media/Royal-College-Of-Nursing/Documents/Professional-Development/Nursing-Workforce-Standards/Nursing-Workforce-Standards-noticeboard-poster.pdf?la=en&hash=65AC9108E84EB0693DE28D7EF4E4DF18>
 - <https://www.rcn.org.uk/-/media/Royal-College-Of-Nursing/Documents/Professional-Development/Nursing-Workforce-Standards/Nursing-Workforce-Standards-presentation-slides.pptx>
 - <https://www.rcn.org.uk/employment-and-pay/safe-staffing>

Following the withdrawal from the RCN of the document named in the current Appendix 3, there is no longer a published minimum standard. Using principles from the suite of documents linked above which replaced the document, and the expertise of senior nurses at CCLG and the

ODN Lead Cancer Nurses group, we believe there should be a maintained commitment to an absolute minimum to ensure the safety of children in cancer services:

PTC and POSCU Enhanced B

- i. two nurses rostered during the day and night for all inpatient facilities, who have (i) successfully completed foundation training plus one element of advanced training; **and** (ii) trained and satisfied the hospital's chemotherapy service competency requirements for the administration of chemotherapy using the CCLG / UKONS SACT Passport.
- ii. In day units, provide a minimum of two nurses on duty during each shift of each working day that the unit is open for chemotherapy who have (i) successfully completed a programme of training in oncology for nurses in their specialist area of practice, (i.e. foundation plus one element of advanced training); **and** (ii) trained and satisfied the hospital's chemotherapy service competency requirements for the administration of chemotherapy using the CCLG / UKONS SACT Passport.

POSCU Enhanced A:

- i. two nurses during the day and night for all inpatient facilities, who have (i) successfully completed foundation training and competencies.
While SACT administration competencies are not required for in-patient beds, there should be knowledge within the rostered workforce of the common side effects of SACT and how to respond to signs and symptoms of SACT toxicity, side effects and the management of oncological emergencies. This can be achieved through the CCLG eLearning Units 4 Cancer Treatment Modalities and 5 Side effects and oncological emergencies, and the CCLG Career and Education Framework (CEF) relevant competencies in Section 6 'SACT', and Section 7 'Acute side effects and oncological emergencies.'
- ii. In day units, provide a minimum of two nurse on duty during each shift of each working day that the unit is open for chemotherapy who has (i) successfully completed foundation training and competencies; **and** (ii) trained and satisfied the hospital's chemotherapy service competency requirements for the administration of chemotherapy using the CCLG / UKONS SACT Passport.

POSCU Standard level

- i. two nurses during the day and night for all inpatient facilities, who have (i) successfully completed foundation training and competencies.
While SACT administration competencies are not required for in-patient beds, there should be knowledge within the rostered workforce of the common side effects of SACT and how to respond to signs and symptoms of SACT toxicity, side effects and the management of oncological emergencies. This can be achieved through the CCLG eLearning Units 4 Cancer Treatment Modalities and 5 Side effects and oncological emergencies, and the CCLG Career and Education Framework (CEF) relevant competencies in Section 6 'SACT', and Section 7 'Acute side effects and oncological emergencies.'
- iii. In day units and clinics, provide a minimum of one nurse on duty during each shift of each working day that the unit is open for supportive care and / or review of children

with cancer (i) successfully completed foundation training and competencies. While SACT administration competencies are not required for in-patient beds or Day Care / clinics, there should be knowledge within the rostered workforce of the common side effects of SACT and how to respond to signs and symptoms of SACT toxicity, side effects and the management of oncological emergencies. This can be achieved through the CCLG eLearning Units 4 Cancer Treatment Modalities and 5 Side effects and oncological emergencies, and the CCLG Career and Education Framework (CEF) relevant competencies in Section 6 'SACT', and Section 7 'Acute side effects and oncological emergencies.'

Training for Key Roles

There are two roles within the children's cancer service workforce that are key to achieving the training and workforce standards so far listed, the Nurse Trainer and the Lead Cancer Nurse, who also have specific training requirements.

Nurse Trainer (role as listed in the service specification)

These posts may have a range of locally defined titles such as Nurse Educator, Practice Educator, Practice Facilitator.

The Nurse Trainer must have; (i) successfully completed foundation training plus at least one element of advanced training which must be children's cancer specific; **and** (ii) trained and satisfied the hospital's chemotherapy service competency requirements for the administration of chemotherapy using the CCLG / UKONS SACT Passport; **and** (iii) have undertaken or be willing to undertake further study in education, training and mentorship.

Lead Cancer Nurse must have; (i) successfully completed foundation training plus at least one element of advanced training which must be children's cancer specific; **and** (ii) been trained in SACT during their career but do not necessarily need to have maintained a role in SACT administration on the Trust SACT administration register; **and** (iii) achieved relevant competencies in the CCLG Career and Education Framework (CEF) competencies Section 10 'Leadership and Management.'

The Lead Cancer Nurse role is outlined in the position statement

https://www.cclg.org.uk/write/MediaUploads/Professionals/Lead_Cancer_Nurse_Position_Statement_Oct21.pdf