



**In house Education and Training Practice
Assessment Tool
for
Chemotherapy**

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Introduction

This document forms the practical assessment process required by the nurse undertaking The Kent Oncology Centre/The Mid Kent Treatment Centre In-House Education and Training for Chemotherapy.

This document is to be used in conjunction with the The Kent and Medway Cytotoxic Chemotherapy and Associated Anti-Cancer Therapies Workbooks 1&2 and must be completed within the agreed timeframes as per the learning contract.

The competencies are based on the NHS Knowledge and Skills Framework Chemotherapy Competence Application Tool which is supported by both the Royal College of Nursing and the Nursing Midwifery Council. Users of these competencies will need to ensure that practice reflects up to date information and policies.

CHEM 1: This workforce competence covers the delivery of chemotherapy treatment intravenously to adult patients. It includes the assessment of the patient's fitness for treatment, the checking of the treatment drugs against the prescription and patient information, the delivery of treatment intravenously and the education of the patient with regard to side effects and lifestyle.

CHEM 7: This workforce competence covers the initial or single administration of oral chemotherapy medication to adult patients. It includes the assessment of the patient's fitness for treatment, the checking of the treatment drugs against the prescription and patient information, the administration of the medication and education of the patient with regard to side effects and lifestyle.

CHEM 8: This workforce competence covers the provision of oral chemotherapy to adult patients. It includes the assessment of the patient's fitness for treatment, the checking of the treatment drugs against the prescription and patient information, the safe storage and taking of the medication and education of the patient with regard to side effects and lifestyle.

CHEM 13: This workforce competence covers the assessment and re-assessment of adult patients for chemotherapy. This includes both the initial assessment and all subsequent assessments undertaken by health professionals prior to the administration of chemotherapy.

Criteria for Assessment

Level of Performance	Level of Supervision/support	Level of Practice	Conditions of Practice for the Achievement of Clinical Competence	
			Competence Achieved	Competence not Achieved
Independent	Practices without direct supervision whilst recognising the limits of own ability and seeking appropriate support and advice when required.	Proactively plans activities and demonstrates initiative in doing so. Acts as a role model for practice, stimulates and informs others.	Practice is consistently safe, accurate & effective within each competency. Performance is skilful, co-ordinated and confident with economical use of time. Focuses primarily on the patient (rather than the task). Demonstrates responsive interpersonal skills. Is self directing & offers cues to assist others whilst achieving competency. Evaluates the use of the evidence base for practice.	Omissions or inaccuracies are evident in performance. Lacks skill or co-ordination in performance of the competency. Demonstrates a lack of focus on patient needs. Demonstrates inappropriate interpersonal skills. Requires directive or supportive cues. Cannot articulate the evidence base for practice.

Taken from:
 Canterbury Christ Church University
 Faculty of Health and Social Care
 Interprofessional CPD Framework for Health and Social Care
 Care of the Person Receiving Cytotoxic Therapy (Assessors Handbook)

1.0 (KSF CHEM 1)

Knowledge and understanding

You need to apply:

1.1 Legislation, Regulations and Guidelines

- K1. An in-depth understanding of national and local chemotherapy guidelines and their application in chemotherapy and the appropriate regimen.
- K2. A working understanding of local infection control guidelines and their application in chemotherapy and the appropriate regimen.
- K3. A working understanding of COSHH guidelines and their application in chemotherapy.
- K4. A working understanding of the Guidelines on the Administration of Medicines.
- K5. A working understanding of local guidelines for waste and sharps handling and disposal.
- K6. A working understanding of national and local guidelines for consent to chemotherapy, including clinical trials.
- K7. A working understanding of local guidelines for patient identification.
- K8. A working understanding of local guidelines for patient records, their storage and confidentiality of information.
- K9. A working understanding of the range of information which should be made available to the patient.
- K10. A working understanding of the local guidelines for risk management and adverse incidents.

1.2 Clinical Knowledge

- K11. An in-depth understanding of the symptoms associated with malignant disease and its progression.
- K12. An in-depth understanding of the treatment of malignant disease.
- K13. An in-depth understanding of the safe handling, storage and administration of cytotoxic chemotherapy drugs.
- K14. An in-depth understanding of drug calculations appropriate to procedure, dose dilution and length of delivery.
- K15. An in-depth understanding of hypersensitivity, how to recognise, respond, manage and prevent if possible.
- K16. A working understanding of the signs and symptoms of the patient's physical and emotional status.
- K17. A working understanding of the medical terminology relevant to the treatment.
- K18. An in-depth understanding of the normal parameters for routine investigations.
- K19. An in-depth understanding of extravasation, how to recognise, respond, manage and prevent if possible.
- K20. A working understanding of the psycho-sexual and body image issues associated with cytotoxic chemotherapy treatment.
- K21. An in-depth understanding of the side effects of cytotoxic chemotherapy drugs, how to recognise them and the appropriate treatment regimens.
- K22. An in-depth understanding of the mode of action and side effects of the cytotoxic chemotherapy regimen.

1.3 Technical Knowledge

K23. A working understanding of the safe operation of the equipment used to administer chemotherapy.

K24. A working understanding of the importance of timely equipment fault recognition and local procedures for dealing with these.

K25. A working understanding of equipment limitations and routine maintenance.

K26. A working understanding of different venous access devices and their care.

K27. A working understanding of administration by bolus and/or infusions.

1.4 Procedures and Patient Management

K28. A factual knowledge of the roles and responsibilities of other team members, associated professionals and agencies.

K29. A working understanding of the limits of one's own knowledge and experience and the importance of not operating beyond these.

K30. A working understanding of the importance of clear communications.

1.5 Performance Criteria

(KSF CHEM 1) <u>Deliver Chemotherapy Treatment Intravenously</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
1. Check the environment and equipment to ensure that everything is properly prepared for the procedure, including the availability of emergency kits.			
2. Ensure that the appropriate consent procedure has been completed.			
3. Read the patient's notes, prescription and relevant regimen protocol and identify any special instructions, investigations (incl abnormal blood results) or issues for which you need to seek advice.			
4. Greet and accurately identify the patient.			
5. Introduce yourself and any colleagues involved in the procedure to the patient and/or carer.			
6. Review the patient's history since their last treatment.			
7. Assess the patient's physical condition and their fitness for treatment and seek advice from an appropriate team member if required.			
8. Assess the patient's psychological and emotional state and respond appropriately including referrals to appropriate agencies and personnel.			
9. Explain the treatment and potential side effects and their management to the patient and/or carer and accurately answer any questions at a level and pace that is appropriate to: <ul style="list-style-type: none"> • Their level of understanding • Their culture and background • Their preferred ways of communicating • Their needs 			

(KSF CHEM 1) <u>Deliver Chemotherapy Treatment Intravenously</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
10. Check that the patient and/or carer understands the treatment to be given.			
11. Determine whether or not the patient is willing to proceed.			
12. Position the patient correctly for the procedure, respecting their dignity and ensuring their comfort within the constraints of the procedure.			
13. Undertake the procedure according to local cytotoxic guidelines, local control of infection and COSHH guidelines.			
14. Check the treatment drugs against the treatment plan, protocol, regimen, prescription and patient information with regards to: <ul style="list-style-type: none"> • Patient's identification on prescription chart and on labelled drugs • Critical test results including blood results • Regimen and individual drug identification • Names of drugs • The drugs' fitness for administration • Diluents and dilution volumes, and any hydration. • That supportive drugs have been given • Dose • Administration route and duration • Cycle number • The administration as per the schedule within the cycle • Expiry date/time of the drugs • The date the drugs are to be administered 			
15. Ensure the intravenous route is appropriate, that it is patent and that the venous access device is			

suitable for use			
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<u>(KSF CHEM 1)</u> <u>Deliver Chemotherapy Treatment Intravenously</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
16. Undertake a final check of the treatment drugs against the prescription and the patient's identity before administration.			
17. Give the required drugs via the prescribed route, at the prescribed rate, in the appropriate order according to local guidelines.			
18. During the treatment monitor the rate of intravenous administration and adjust if required.			
19. Monitor the patient for indications of extravasation, discomfort or any allergic or hypersensitive reactions and act appropriately.			
20. Maintain communications with the patient and/or carer during the procedure and respond to any questions.			
21. Remove the cannula or disconnect from the venous access device on completion of treatment according to the local guidelines.			
22. Dispose of contaminated waste and sharps according to local guidance.			
23. Return any unused drugs to the pharmacy according to local guidelines.			
24. Remind the patient and/or carer of the information and advice they have already been given with regard to lifestyle and side effects and respond to any questions or requests for information.			
25. Confirm the details of the next appointment and any prior investigations or tests with the patient and/or carer, if appropriate.			
26. Provide information on how to obtain help at any			

time.			
27. Ensure the patient and/or carer has all medication to take home and understands how to handle, take and store them.			

(KSF CHEM 1) Deliver Chemotherapy Treatment Intravenously	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
28. Assess the patient's condition (both physical and emotional) at the conclusion of the treatment and take appropriate action.			
29. Record the details of the treatment in the patient's notes, prescription chart and patient held records, as appropriate, according to local guidelines.			
30. Communicate with appropriate professional colleagues as required by local guidelines.			
31. Recognise when you need help and/or advice and seek this from appropriate sources.			

2.0 (KSF CHEM 7)

Knowledge and understanding

You need to apply:

2.1 Legislation, Regulations and Guidelines

- K1. An in-depth understanding of national and local chemotherapy guidelines and their application in chemotherapy and the appropriate regimen.
- K2. A working understanding of local infection control guidelines and their application in chemotherapy and the appropriate regimen.
- K3. A working understanding of COSHH guidelines and their application in chemotherapy.
- K4. A working understanding of the Guidelines on the Administration of Medicines.
- K5. A working understanding of the national and local guidelines for consent to chemotherapy, including clinical trials.
- K6. A working understanding of the local guidelines for patient identification.
- K7. A working understanding of the local guidelines for patient records, their storage and confidentiality of information.
- K8. A working understanding of the range of information which should be made available to the patient.
- K9. A working understanding of the local guidelines for risk management and adverse incidents.
- K10. A working understanding of the local guidelines for waste handling and disposal.

2.2 Clinical Knowledge

K11. A working understanding of the symptoms associated with malignant disease and its progression.

K12. A working understanding of the treatment of malignant disease.

K13. An in-depth understanding of the safe handling, storage, administration and disposal of cytotoxic chemotherapy drugs.

K14. A working understanding of drug calculations appropriate to procedure.

K15. An in-depth understanding of the side effects of cytotoxic chemotherapy drugs, how to recognise them and the appropriate treatment regimens.

K16. An in-depth understanding of the mode of action and side effects of the cytotoxic chemotherapy regimen.

K17. An in-depth understanding of hypersensitivity, how to recognise, respond, manage and prevent if possible.

K18. A working understanding of the signs and symptoms of the patient's physical and emotional status.

K19. A working understanding of the psycho-sexual and body image issues associated with cytotoxic chemotherapy treatment.

K20. A working understanding of the medical terminology relevant to the treatment.

K21. An in-depth understanding of the normal parameters for routine investigations.

2.3 Procedures and Patient Management

K22. A factual knowledge of the roles and responsibilities of other team members, associated professional and agencies.

K23. A working understanding of the limits of one's own knowledge and experience and the importance of not operating beyond these.

K24. A working understanding of the importance of clear communications.

2.4 Performance Criteria

(KSF CHEM 7) Deliver Chemotherapy Treatment Orally	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
1. Ensure that the appropriate consent procedure has been completed.			
2. Read the patient's notes, prescription and relevant regimen protocol and identify any special instructions, investigations, (including abnormal blood test results) or issues for which you need to seek advice.			
3. Greet and accurately identify the patient.			
4. Introduce yourself and any colleagues involved in the treatment to the patient and/or carer.			
5. Review the patient's history since their last attendance.			
6. Evaluate the patient's ability to take medication orally and respond appropriately.			
7. Assess the patient's physical condition and their fitness for treatment and seek advice from an appropriate team member if required.			
8. Assess the patient's psychological and emotional state and respond appropriately including referrals to appropriate agencies and personnel.			
9. Explain the treatment and potential side effects and their management to the patient and accurately			

<p>answer any questions at a level and pace that is appropriate to:</p> <ul style="list-style-type: none"> • their level of understanding • their culture and background • their preferred ways of communicating • their needs. 			
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<u>(KSF CHEM 7)</u> <u>Deliver Chemotherapy Treatment Orally</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
10. Check that the patient and/or carer understands the treatment to be given and any potential side effects together with their management			
11. Determine whether or not the patient is willing to proceed.			
12. Ensure the patient is comfortable and has a suitable drink, if required.			
13. Undertake the procedure according to local cytotoxic guidelines, local control of infection and COSHH guidelines.			
14. Check the treatment drugs against the treatment plan, protocol, regimen, prescription and patient information with regard to: <ul style="list-style-type: none"> • Patient's identification on prescription chart and on labelled drug • Critical test results (including blood results) • Regimen and individual drug identification • Names of drugs • The drugs' fitness for administration (assessed by appearance and condition) 			

<ul style="list-style-type: none"> • Strength and concentration. • That supportive drugs have been given as per the prescription • Dose, Administration route and duration • Frequency of administration • Cycle number • The administration as per the schedule within the cycle • Expiry date • Date the drugs are due to be administered 			
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<u>(KSF CHEM 7)</u> <u>Deliver Chemotherapy Treatment Orally</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
15. Undertake a final check of the treatment drugs against the prescription and the patient's identity before administration.			
16. Observe the patient taking the drugs.			
17. Monitor the patient for indications of discomfort or any allergic or hypersensitive reactions and act appropriately.			
18. Maintain communications with the patient and/or carer and respond to any questions.			
19. Dispose of all contaminated waste according to local guidelines.			
20. Return any unused drugs to the pharmacy according to local guidelines, once the treatment cycle is completed or stopped.			
21. Remind the patient and/or carer of the information and advice they have already been given with regard to lifestyle and side effects and respond to any questions or requests for information.			
22. Assess the patient's condition (both physical and			

emotional) prior to discharge and take appropriate action.			
23. On discharge confirm the details of the next appointment and any prior investigations or tests with the patient and/or carer, if appropriate.			
24. On discharge, provide information on how to obtain help at any time.			
25. Ensure the patient and/or carer has all medication to take home and understands how to handle, take and store them.			

<u>(KSF CHEM 7)</u> <u>Deliver Chemotherapy Treatment Orally</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
26. Record the details of the treatment in the patient's notes, prescription chart and patient held records, as appropriate, according to local guidelines.			
27. Communicate with appropriate professional colleagues as required by local guidelines			
28. Recognise when you need help and/or advice and seek this from appropriate sources.			

3.0 (KSF CHEM 8)

3.1 Knowledge and Understanding

You need to:

1. Ensure that the appropriate consent procedure has been completed.
2. Read the patient's notes, prescription and relevant regimen protocol and identify any special instructions, investigations, (including abnormal blood test results) or issues for which you need to seek advice.
3. Greet and accurately identify the patient.
4. Introduce yourself and any colleagues involved in the treatment to the patient and/or carer.
5. Review the patient's history since their last attendance.
6. Assess the patient's physical condition and their fitness for treatment and seek advice from an appropriate team member if required.
7. Assess the patient's psychological and emotional state and respond appropriately including referrals to appropriate agencies and personnel.
8. Explain the treatment and potential side effects and their management to the patient and/or carer and accurately answer any questions at a level and pace that is appropriate to:
 - their level of understanding
 - their culture and background
 - their preferred ways of communicating
 - their needs.
9. Check that the patient and/or carer understands the treatment to be given and any potential side effects together with their management.
10. Determine whether or not the patient is willing to proceed.

11. Check the treatment drugs against the treatment plan, protocol, regimen, prescription and patient information with regard to:

- Patient's identification on prescription chart and on labelled drugs
- Critical test results (including blood results)
- Regimen and individual drug identification
- Names of drugs
- The drugs' fitness for administration (assessed by its appearance and condition)
- Strength and concentration
- That supportive drugs have been given as per the prescription
- Dose
- Administration route and duration
- Frequency of administration
- Cycle number
- The administration as per the schedule within the cycle
- Expiry date
- The date the drugs are due to be administered

12. Undertake a final check of the treatment drugs against the prescription and the patient's identity before administration.

13. Ensure sufficient supply of the medication to complete the treatment cycle.

14. Advise the patient how to safely dispose of contaminated waste.

15. Instruct the patient to return any unused drugs to the pharmacy according to local guidelines, once the treatment cycle is completed or stopped.

16. Instruct the patient on the dangers to others from contact with their chemotherapy medication and the precautions required.

17. Remind the patient and/or carer of the information and advice they have already been given with regard to lifestyle and side effects and respond to any questions or requests for information.

18. Confirm the details of the next appointment and any prior investigations or tests with the patient and/or carer, if appropriate.

19. Provide information on how to obtain help at any time.
20. Ensure the patient and/or carer has all additional medication to take home and understands how to handle, take and store them.
21. Record the details of the treatment in the patient's notes, prescription chart and patient held records, as appropriate, according to local guidelines.
22. Communicate with appropriate professional colleagues as required by local guidelines.
23. Recognise when you need help and/or advice and seek this from appropriate sources

3.2 Performance Criteria

(KSF CHEM 8) Provide Oral Chemotherapy Medication	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
1. Ensure that the appropriate consent procedure has been completed.			
2. Read the patient's notes, prescription and relevant regimen protocol and identify any special instructions, investigations, (including abnormal blood test results) or issues for which you need to seek advice.			
3. Greet and accurately identify the patient.			
4. Introduce yourself and any colleagues involved in the treatment to the patient and/or carer.			
5. Review the patient's history since their last attendance.			
6. Assess the patient's physical condition and their fitness for treatment and seek advice from an appropriate team member if required.			
7. Assess the patient's psychological and emotional state and respond appropriately including referrals to appropriate agencies and personnel.			
8. Explain the treatment and potential side effects and their management to the patient and/or carer and accurately answer any questions at a level and pace that is appropriate to: <ul style="list-style-type: none"> • their level of understanding • their culture and background • their preferred ways of communicating • their needs. 			
9. Check that the patient and/or carer understands the treatment to be given and any potential side effects together with their management.			

<u>(KSF CHEM 8)</u> <u>Provide Oral Chemotherapy Medication</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
10. Determine whether or not the patient is willing to proceed.			
11. Check the treatment drugs against the treatment plan, protocol, regimen, prescription and patient information with regard to: <ul style="list-style-type: none"> • Patient's identification on prescription chart and on labelled drugs • Critical test results (including blood results) • Regimen and individual drug identification • Names of drugs • The drugs' fitness for administration (assessed by its appearance and condition) • Strength and concentration • That supportive drugs have been given as per the prescription • Dose • Administration route and duration • Frequency of administration • Cycle number • The administration as per the schedule within the cycle • Expiry date • The date the drugs are due to be administered 			
12. Undertake a final check of the treatment drugs against the prescription and the patient's identity before administration.			
13. Ensure sufficient supply of the medication to			

complete the treatment cycle.			
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Performance Criteria

<u>(KSF CHEM 8)</u> <u>Provide Oral Chemotherapy Medication</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
14. Advise the patient how to safely dispose of contaminated waste			
15. Instruct the patient to return any unused drugs to the pharmacy according to local guidelines, once the treatment cycle is completed or stopped.			
16. Instruct the patient on the dangers to others from contact with their chemotherapy medication and the precautions required.			
17. Remind the patient and/or carer of the information and advice they have already been given with regard to lifestyle and side effects and respond to any questions or requests for information.			
18. Confirm the details of the next appointment and any prior investigations or tests with the patient and/or carer, if appropriate.			
19. Provide information on how to obtain help at any time.			
20. Ensure the patient and/or carer has all additional medication to take home and understands how to handle, take and store them.			
21. Record the details of the treatment in the patient's notes, prescription chart and patient held records, as appropriate, according to local guidelines.			
22. Communicate with appropriate professional colleagues as required by local guidelines.			
23. Recognise when you need help and/or advice and seek this from appropriate sources			

4.0 (KSF CHEM 13)

Knowledge and understanding

You need to apply:

4.1 Legislation, Regulations and Guidelines

- K1. An in-depth understanding of national and local treatment guidelines relevant to the patient's condition.
- K2. A working understanding of local guidelines for patient identification.
- K3. A working understanding of local guidelines for consent to chemotherapy including clinical trials.
- K4. A working understanding of the range of information which should be made available to the patient.
- K5. A working understanding of the local guidelines for patient records, their storage and confidentiality of information.
- K6. A working understanding of the local and nationally agreed assessment processes and documentation.
- K7. A working understanding of professional codes of practice.
- K8. A working understanding of local guidelines for risk management and adverse incidents.

4.2 Clinical Knowledge

K9. An in-depth understanding of the signs and symptoms associated with the patient's condition and how they present.

K10. An in-depth understanding of the progression and prognosis of the disease.

K11. An in-depth understanding of the appropriate treatment regimens and management of the disease and possible complications.

K12. An in-depth understanding of the mode of action and side effects of chemotherapy regimens.

K13. An in-depth understanding of the signs, symptoms and prevention of the side effects of treatment regimens.

K14. An in-depth understanding of the appropriate supportive treatment regimens for the management of the side effects of chemotherapy.

K15. An in-depth understanding of the range of relevant pharmaceutical, non-pharmaceutical, interventional, non-interventional and supportive care strategies available.

K16. An in-depth understanding of hypersensitivity, how to recognise, respond, manage and prevent if possible.

K17. An in-depth understanding of the normal parameters for routine investigations.

K18. An in-depth understanding of extravasations, how to recognise, respond, manage and prevent if possible.

K19. A working understanding of the psycho-sexual and body image issues associated with cytotoxic chemotherapy treatment.

K20. A working understanding of the signs and symptoms of the patient's physical and emotional status.

K21. A working understanding of the management of emotional distress.

K22. An in-depth understanding of psychological, spiritual and social status.

K23. A working understanding of the range of resources available within the patient's locality offering appropriate support.

K24. A working understanding of the medical terminology relevant to the treatment.

4.3 Technical Knowledge

K25. A working understanding of different venous access devices and their care.

4.4 Procedures and Patient Management

K26. A working understanding of the range of communication difficulties and sources of resources to aid communications.

K27. A factual knowledge of the organisations which offer support relevant to the patient's needs.

K28. A working understanding of the sources of information available to assist patients in making choices.

K29. A working understanding of the limits of one's own knowledge and experience and the importance of not operating beyond these.

K30. A working understanding of the importance of clear communications.

K31. A working understanding of the importance of patient choice and the ways in which patients can be supported to make an informed choice.

K32. A working understanding of the interpretation of body language and influence of position and posture.

K33. A working understanding of the skills, styles and methods of assessment and how to deal with outcomes.

K34. A working understanding of the guidelines relevant to your own and others' roles and the responsibilities, accountability and duties of yourself and others.

4.5 Performance Criteria

<u>(KSF CHEM 13)</u> <u>Undertake an assessment or re-assessment of a patient for chemotherapy</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
1. Identify, access and evaluate all relevant patient/carer information and consult with colleagues so that you clearly understand the care pathway, changes in the patient's care needs, circumstances, choices and preferences.			
2. Arrange for an independent translator/interpreter if you have reason to believe this will assist the patient's understanding.			
3. Ensure you have sufficient time to complete the assessment.			
4. Ensure that the assessment is undertaken within an appropriate timescale after admission/referral.			
5. Ensure the environment provides for maximum possible privacy, dignity and comfort throughout the assessment and determine whether the patient wishes to have any other person present.			
6. Take action to pre-empt and prevent interruptions from communication devices and visitors to the room.			
7. Read the patient's notes, prescription - if previously prepared - and protocol, and identify any special instructions. Review the results of all relevant investigations (including blood test results) and identify any issues on which you need to seek advice.			
8. Greet, accurately identify the patient and introduce yourself and any colleagues present to the patient and/or carer.			
9. If a carer is present, ensure that the patient consents to their presence throughout the assessment and is willing for them to receive the			

same information as that given to the patient.

<u>(KSF CHEM 13)</u> <u>Undertake an assessment or re-assessment of a patient for chemotherapy</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
10. Select and use the assessment process and documentation appropriate to the patient's care needs, circumstances, the procedure to be performed, and national and local guidelines.			
11. Undertake the assessment within your own sphere of competence and involve the patient and/or carer in the assessment as appropriate.			
12. Determine the patient's and/or carer's understanding of their current circumstance in a manner which reassures the patient that you are familiar with their history.			
13. Review the patient's history since their last attendance.			
14. Assess the patient's physical condition and their fitness for treatment and seek advice from an appropriate professional colleague if required.			
15. Assess the patient's psychological and emotional state and social circumstances and respond appropriately including referrals to appropriate agencies and personnel.			
16. Use visual clues to add to your understanding of the patient's care needs, circumstances, choices and preferences.			
17. Throughout the assessment balance additional information against the overall picture of the patient's and/or carer's care needs, circumstances, choices and preferences.			

<u>(KSF CHEM 13)</u> <u>Undertake an assessment or re-assessment of a patient for chemotherapy</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
<p>18. Explain the treatment alternatives and their risks and benefits to the patient and/or carer together with any potential side effects and their management and accurately answer any questions at a pace and level which is appropriate to:</p> <ul style="list-style-type: none"> • their emotional state • their level of understanding • their culture and background • their preferred ways of communicating • their needs. 			
<p>19. Check that the patient and/or carer understands the treatment choices being offered the implications of this choice and any potential side effects together with their management</p>			
<p>20. Ensure that the patient understands their right to choose and support them in making an informed choice, as appropriate.</p>			
<p>21. Determine whether or not the patient is willing to proceed.</p>			
<p>22. Confirm the details of the next appointment and any prior investigations or tests with the patient and/or carer, if appropriate.</p>			
<p>23. Provide information on how to obtain help at any time.</p>			
<p>24. Record any modifications which are made to the agreed assessment process and documentation and the reasons for the variance.</p>			

<u>(KSF CHEM 13)</u> <u>Undertake an assessment or re-assessment of a patient for chemotherapy</u>	<u>DEPENDENT</u>	<u>INDEPENDENT</u>	<u>SUMMARY OF EVIDENCE DEMONSTRATING INDEPENDENCE</u>
25. Record and report your findings, recommendations, patient and/or carer's response and issues to be addressed according to local guidelines.			
26. Inform the patient's multi-disciplinary team on the outcome of the assessment.			
27. Seek advice and support from an appropriate source when the needs of the individual and the complexity of the case are beyond your competence and capability.			

5.0 Competency to Practice Declaration Form - Chemotherapy

PROFESSIONAL, TRUST AND LEGAL REQUIREMENTS

The professional position is the NMC Code of Professional Conduct (2002), which places specific responsibility on registered nurse / midwife practitioners. The registered nurse / midwife is personally accountable for their practice and, in the exercise of his/her accountability, must acknowledge any limitations in their knowledge and competence and decline any duties or responsibilities unless able to perform them in a safe and skilled manner.

The trust position is that it accepts liability for the action of those practitioners who have completed the identified training for this skill. It is essential that the nurse achieves competency level on at least one occasion, (determined by an experienced and competent practitioner in this skill), prior to declaring their individual competency.

I confirm that I am competent to administer chemotherapy and understand that I am responsible and accountable for my practice and I have:

Undertaken the in-house training programme and/or an accredited HE3 chemotherapy academic module.

Read the Kent and Medway Cancer Network SACT Chemotherapy Pathway documents and all the Network and local (where relevant) policies related to cytotoxic chemotherapy.

Kept updated with current nursing issues related to chemotherapy.

I understand that I am responsible and accountable for keeping my practice up-to-date, that I am advised to read policies and procedures yearly as they are reviewed annually, and seek to update my practice as necessary, but particularly if I do not undertake an element of practice in 6 months.

Signed.....Date.....

Print name

6.0 Document Location

The document is located on the Kent & Medway Cancer Network website at www.kentmedwaycancernetwork.nhs.uk/home-page/for-professionals/nursing/

7.0 Date of Next Review

This item is next to be reviewed in November 2013 by the Nursing sub-group of the Network Chemotherapy Group.

8.0 Revision History

Date	Version	Status	Author	Summary of Changes
Sept 11	0.1	Draft	Louise Farrow	
Oct 11	0.2	Draft	Julie Bullass	Put into KMCN format
Nov 11	1.0	Published	Bryony Neame	Ratified through Nursing sub-group via email