

Oncology Medication Safety Review

Implementation Resources

Recommendation 16

There should be national agreement on the minimum key personnel required for an oncology/haematology day unit in relation to scope of service and the essential qualifications/experience of these key staff.

Adapted from Manual for Cancer Services: Chemotherapy Measures V. 1.0: National Cancer Programme, NHS (June 2011).

Document agreed by NCCP Oncology Medication Safety Review Steering Group June 17th 2015.

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1.0 Document purpose

The purpose of this document is to set out the minimum key qualified personnel required for the functioning of an oncology day ward. This document does not cover numbers of staff, the detailed requirements for the staffing of oncology day wards in relation to skills mix, complexity of treatment, numbers of patients etc. This detailed modelling will form part of the work relating to Recommendation 17 of the report, for capacity planning for oncology day wards.

2.0 Minimum requirements for an oncology day ward to function

Oncology / Haemato-oncology day ward services should be provided on a multidisciplinary basis to ensure that patients receive safe, appropriate and timely services in line with their treatment plan.

The role of the day ward team is to ensure safety and quality of services in the medical oncology and/or haemato-oncology day ward.

It may be appropriate for the membership of the day ward team to vary from hospital to hospital but all day ward services should have a minimum membership, as set out in Table 1. Additional desirable team members are listed in Table 2.

Hospitals should make local arrangements for appropriate cover during leave periods etc. to ensure the continued provision of safe patient services.

3.0 Discipline leads

In line with recommendation 1 of the Oncology Medication Safety Review Report, a lead of the service should be in place on-site, which may be from any of the professional groups; consultant oncologist / haematologist, nurse or pharmacist.

Where only one medical oncologist / haemato-oncologist is in place, they should be the lead physician for the service.

Where there is only one pharmacist on the team, he/she should be the lead pharmacist for the service.

Where there is only one nurse on the team, he/she should be the lead nurse for the service.

Table 1: Minimum core qualified individuals on the oncology team to provide a day ward systemic therapy service

Team member	Required qualification	Note
Consultant medical oncologist or Consultant Haematologist, as appropriate (on-site or off-site)	On the specialist register for medical oncology or haematology maintained by the Medical Council (of Ireland)	<ul style="list-style-type: none"> • May include a consultant available by telephone from another location. • A consultant haematologist is required in cases where any haematological malignancies are treated in the day ward.
Designated oncology pharmacist (on-site)	Registered with the Pharmaceutical Society of Ireland (PSI)	<ul style="list-style-type: none"> • May be designated locally as the pharmacist responsible for the chemotherapy service.
Oncology nurse (on-site)	Higher diploma in oncology or equivalent	<ul style="list-style-type: none"> • A minimum of one such qualified nurse is required. It is preferable to have a team of nurses to provide the service.
Management representative	n/a	<ul style="list-style-type: none"> • e.g. cancer services manager, Clinical services Manager, hospital management representative

Table 2: Additional, desirable team members to support the systemic therapy service

Team member	Required qualification	Note
Consultant in palliative care	On the specialist register for palliative medicine maintained by the Medical Council (of Ireland)	
Non-consultant hospital doctors in oncology	On the trainee specialist division or general division maintained by the Medical Council (of Ireland)	
Other nurses	Appropriate on-site training and competency assessment	
Clinical Trials nurse		
Data management / administration / Clerical		
Allied Health: Dietetics, Physiotherapy, speech and language therapy, occupational therapy, social work Health Professionals	On the relevant professional register with CORU	
Psycho-oncology support		
Pharmacy technician		