

Guidance to Support the Recording of UKONS SACT Passport

1. Introduction

The UK Oncology Nursing Society (UKONS) has produced the Systemic Anti-Cancer Therapy Competency (SACT) Passport for the safe handling and administration of Systemic Anti-Cancer Therapy. North London Partners in Health & Care worked collaboratively with Capital Nurse and Electronic Staff Record (ESR) to establish a series of national competencies that are aligned to the SACT Passport learning outcomes, which is available to all NHS Trusts.

This is available online for organisations using the following link:

https://www.whatdotheyknow.com/request/242427/response/602988/attach/3/CSTF%20Subject%20Guide%20v1%202.pdf?cookie_passthrough=1

The document provides a competency and assessment framework for the administration of oral, intramuscular, subcutaneous and intravenous SACT for adult patients. The learning outcomes for each element of the SACT passport upon completion, has been adopted as a standard across the UK.

2. Applicable Staff Groups

Cancer Nurses, Therapy Radiographers and Cancer Pharmacists can now complete the SACT Passport and arrange for it to be recorded onto their training record.

Staff who are experienced at administering SACT, and who have previously completed the UKONS SACT Competency Passport or hold an accredited SACT award, and/or have completed a SACT workbook that meets the learning outcomes in the UKONS SACT Passport and Learning Outcomes Framework, and have SACT experience within the last 12 months, should complete the annual re-accreditation assessment in the first instance.

Achievement of the annually renewable competency 'NHS|MAND|SACT Passport – Re-accreditation Certificate - 1 Year' must be recorded on the employees competence profile on ESR. This process must be repeated on an annual basis to maintain the staff member's record of SACT practice competence.

3. Options for Recording Completed Training

The UKONS SACT Passport is a paper document that is made up of theory and practical components. There are various structures within each organisation for overseeing SACT assessments. The key clinical roles are; Lead Chemotherapy Nurses, Chemotherapy Nurse Consultants, Lead cancer Pharmacists, Cancer Pharmacy Consultants, Therapy Radiography Education Leads and Practice Development Nursing (PDN) teams who have a pivotal role in reviewing and signing off completed modules (7 in total) within the passport. It is important that these are recorded onto ESR as and when each competency is completed within the series. In all Trusts there is a designated or nominated senior clinician that oversees SACT assessments and one of these individuals will need devolved access to ESR to record completed training as competencies onto the competence profiles of staff.

In other organisations Learning and Development Teams record all completed training for both clinical skills and mandatory and statutory training onto ESR directly.

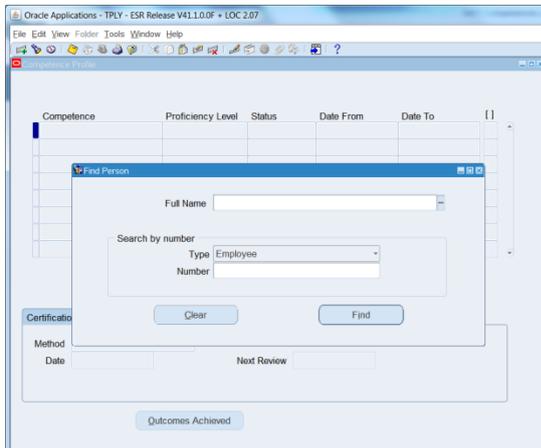
Each organisation will need to determine the best approach based on skills, knowledge and access to ESR, as well as resources to ensure that the completed competencies are recorded in a timely way.

Options for Recording SACT Competencies in ESR:

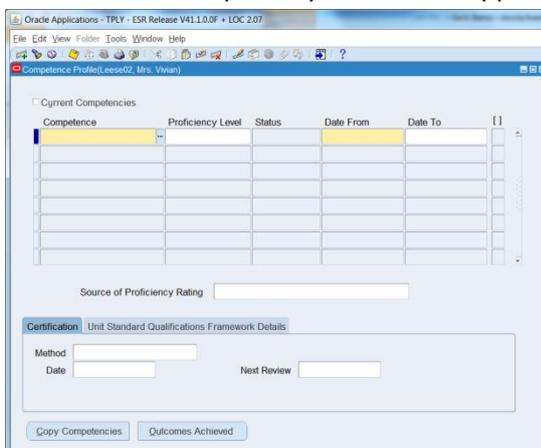
- A. The Learning and Development Team can add a competency to an employee's competency profile. This would be via the 'XXX Learning Administration'* URP.
- B. Practice Development Teams or equivalents can be given devolved access to ESR with the assigning of the 'XXX Class Administration'* URP.

For both the options above the process to add the competency is exactly the same, see below:

1. Login to ESR
2. The ESR Portal will appear
3. On the left hand side menu, select 'ESR Navigator'
4. The navigator will appear displaying all the URP's allocated to the user
5. Selected the relevant URP (*as indicated above)
6. A second menu will appear, click on 'Competency Profile'
7. A second window will appear, as shown below:



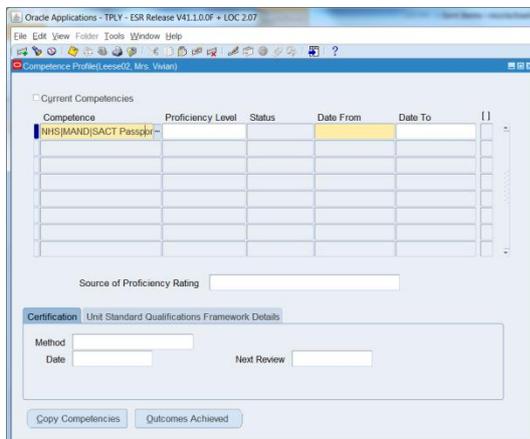
8. Search for the learner by using the Full Name field. Type in 'lastname' and click Find
9. A second list will appear if there are multiple results. Click on the correct person and click OK
10. The learners 'Competency Profile' will appear, as shown below:



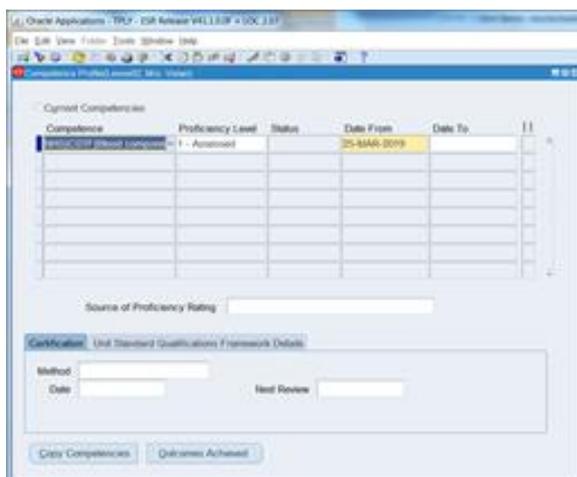
*Please note that most learner records will have many competencies already assigned in this form. To add a new row click on the button with the **Green Plus** icon on the left hand side of the toolbar.

11. Click in the 'Competence' field and type in %SACT and click on the button with the 3 dots within the same field. This will return a list of all the SACT competencies.

12. Click on the SACT competency you wish to add and click OK



13. You will return to the Competency Profile Screen, Where you need to add Proficiency Level 1- Assessed



14. Click on Date From field and enter date. Please note the date format is DD-MM-YYYY

15. Click on Save icon (yellow disk) in the toolbar

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Working in collaboration with:

