

## 1. Introduction and Who Guideline applies to

This document sets out the University Hospitals of Leicester (UHL) NHS Trusts Policy and Procedures for admission of patients with a cancer diagnosis between the ages of 13-24 to Ward 27 Teenage Cancer Trust Teenage and Young Adult Unit, Leicester Royal Infirmary.

Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit (hereafter referred to as TCTTYA) is a specialist unit for the care of 13-24 year olds who have been given a cancer diagnosis or who have been advised in advance of admission that there is a strong possibility of cancer. The TCTTYA Unit has both in-patient and day case facilities. It provides an age appropriate environment with staff that have training and expertise of working with teenagers and young adults with cancer and their treatment.

The aim of this guidance is to:

- Ensure patients with a cancer diagnosis get cared for in the appropriate environment
- Inform staff about admission criteria and routes of admission for patients with a cancer diagnosis between the ages of 13-24.

This guidance applies to:

- Healthcare Professionals employed by UHL including those on bank, agency and honorary contracts including Consultants, Registrars, Junior Doctors, Clinical Nurse Specialists, Adult and Paediatric Bed Managers, Ward Nurses, Nurses working in Day Care
- This applies to all patients with a diagnosis of cancer who are between the ages of 13-24.

## Roles and Responsibilities

**The Lead Clinician** for TYA has an overall responsibility for ensuring that the guideline is adhered to and is reviewed in the agreed timescales.

**The Medical Team within paediatrics and adult cancer services** are responsible for admitting and discharging patients onto TCTTYA.

**The Ward Manager of TCTTYA** has a responsibility for ensuring that admissions are appropriate and is the first point of contact for any issues surrounding admissions. In the absence of the Ward Manager this responsibility is delegated to the nurse in charge of the ward or the matron.

**The Nurse in Charge** has a responsibility to liaise with the bed manager at the beginning of each shift to identify any patients suitable for the TCTTYA Unit.

**The Bed Manager** for the Children's Hospital and bed manager for Haematology/Oncology Adult Services have a responsibility to identify TYA patients proactively where possible and book the appropriate bed in advance.

**The Lead Nurse for TYA** has a responsibility for monitoring compliance of bed usage. Lead Nurse can also be contacted to advise about issues/ delays with admissions.

## **2.Guideline Standards and Procedures**

### **Policy Statements and Procedures**

For all teenagers and young adults with a cancer diagnosis (13-24 inclusive) the TCTTYA Unit is their primary place of care. They are entitled to a bed on the Unit when they need it.

Any patient occupying a bed in the TCTTYA Unit who does not have a cancer diagnosis must be moved promptly if a TYA cancer patient requires admission

Patients outside of the age bracket 13-24 must not use the social spaces and communal areas unless agreed with the ward manager or a member of the TYA team. These areas are exclusively for the use of teenagers and young adults (13-24). There must be supervision where patients under the age of 16 use the social spaces particularly if patients over the age of 18 are using the space. When a patient is admitted to the ward a letter is given to all patients aged between 13 and 24 years to inform them of accommodation and the same sex policy. A copy of the letter is held in each patient notes.

Patients aged between 13 and 15 may have a bed either on the TCTTYA unit or on the Children's' Oncology Unit, whichever is most appropriate. This will be based on the ages of the other patients on the TCTTYA Unit. The 13 to 15 year olds will be entitled to access the social spaces and communal areas of the TCTTYA Unit regardless of where they have a bed.

Indications for admission include (but are not restricted to):

- a) Elective Admission for Chemotherapy
- b) Elective Admission for Radiotherapy
- c) Management of the complications of chemotherapy or radiotherapy
- d) Investigation or Diagnostic procedure
- e) Symptom control
- f) Palliative Care
- g) Terminal Care

### **Routes of Admission – In Hours:**

During normal working hours (Monday – Friday 09:00 – 17:00) Patients may be referred to the TCTTYA by the following people after discussion with the consultant team in charge of the patient's care or the TCTTYA Unit Manager.

- TYA Clinical Nurse Specialists
- Site-specific Clinical Nurse Specialists
- Paediatric and Adult Oncology/Haematology Consultants and SpRs
- GP referral after discussion with the appropriate Paediatric / Adult Oncology / Haematology Consultant or SpR.
- Patient contact via the single point of contact number
- Patient contact via TCTTYA Unit

### **Routes of Admission – Out of Hours**

Outside of normal working hours (Monday to Friday 17:00 – 09:00 and weekends and Bank Holidays) patients must contact the TCTTYA Unit.

- The nurse in charge will triage the patient over the phone using UKONS triage tool.
- The appropriate medical on call team will be contacted by the nurse in charge.
- If patients under the care of the adult Haematology / Oncology teams need to be admitted they must go via the Osborne Assessment Unit (OAU).

- The nurse in charge of TCTTYA will contact the nurse in charge on OAU. The UKONS triage tool is scanned over to the Nurse In Charge at OAU.
- TYA patients under the care of the Paediatric Oncology / Haematology team will be admitted directly to TCTTYA Unit.
- Nurse in charge of the shift on the TCTTYA Unit must contact OAU every morning to identify potential patients for transfer

### **3. Education and Training**

There is no specific training needed to use this document, however any queries relating to this document around admission of patients must be discussed with the Ward Manager, Lead Nurse for Teenage & Young Adults or Consultant looking after the patient.

### **4. Monitoring Compliance**

<b>What will be measured to monitor compliance</b>	<b>How will compliance be monitored</b>	<b>Monitoring Lead</b>	<b>Frequency</b>	<b>Reporting arrangements</b>
Bed Occupancy Template	Bed Occupancy Template is produced by a business analyst and shared with key stakeholders on a monthly basis	TYA Lead Nurse CBU Adult Cancer Services Paediatric Cancer Services Ward Manager	Monthly	TYA PTC Team Adult & Paediatric Oncology/Haematology Consultants Teenage Cancer Trust

### **7. Equality Statement**

The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.

As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

Age is a criteria for entry however this is in line with the requirements of age discrimination legislation as it is clinically justified

### **8. Legal Liability**

The Trust will generally assume vicarious liability for the acts of its staff, including those on honorary contract. However, it is incumbent on staff to ensure that they:

- Have undergone any suitable training identified as necessary under the terms of this policy or otherwise.
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- Have been fully authorised by their line manager and their CBU to undertake the activity.
- Fully comply with the terms of any relevant Trust policies and/or procedures at all times.
- Only depart from any relevant Trust guidelines providing always that such departure is confined to the specific needs of individual circumstances. In healthcare delivery such departure shall only be undertaken where, in the judgement of the responsible clinician, it is fully appropriate and justifiable - such decision to be fully recorded in the patient's notes.

It is recommended that staff have Professional Indemnity Insurance cover in place for their own protection in respect of those circumstances where the Trust does not automatically assume vicarious liability and where Trust support is not generally available. Such circumstances will include Samaritan acts and criminal investigations against the staff member concerned.

Suitable Professional Indemnity Insurance Cover is generally available from the various Royal Colleges and Professional Institutions and Bodies. For further advice contact: Head of Legal Services on 0116 258 8960.

**5.Supporting References**

*Bed Management Policy (Trust Reference Number B24/2003)*

**6.Key Words**

List of words, phrases that may be used by staff searching for the Guidelines on PAGL. If none – state none.

TCTTYA      *Teenage Cancer Trust Teenage & Young Adults*  
 OAU          *Osborne Assessment Unit*  
 TYA          *Teenage & Young Adults*

<b>CONTACT AND REVIEW DETAILS</b>	
<b>Guideline Lead (Name and Title)</b> Joanna Poole Teenage Cancer Trust Lead Nurse	<b>Executive Lead</b> Hilliary Killer; Lead Nurse for Women & Children’s CMG
<b>Details of Changes made during review:</b> Replaces former policy on this issue (B24/2013)	