



# Admissions Policy for Ward 27 Teenage Cancer Trust Teenage & Young Adult Unit

<b>Approved By:</b>	Policy and Guideline Committee
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<b>Trust Lead:</b>	K Bhuller & A Harding
<b>Executive Lead:</b>	Medical Director
<b>Date of Latest Approval</b>	15 January 2021 – Policy and Guideline Committee
<b>Next Review Date:</b>	January 2024

## **REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW**

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Category changed from Guideline to Policy

Added executive lead for document & responsibilities

4.1 Acknowledgement that there may be occasions where TYA patients require a bed in other areas such as high dependency unit or intensive care

4.3 Removed reference to supervision of under 16's using the social spaces provided

4.4 Added that 13 to 15 year olds will be entitled to access the social spaces and communal areas of the Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit regardless of where they have a bed, except when isolated due to infection prevention.

4.5 & 4.6 added instruction regarding closure, re-location or change of use

4.10 COVID-19 advice and reference to standard operating procedure

4.11 Instruction to follow if no capacity out of hours amended

Added management flow chart to appendix

## **KEY WORDS**

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TYA                      Teenage & Young Adults

## **1. Introduction**

- 1.1 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.
- 1.2 Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit 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 Ward 27 Teenage Cancer Trust Teenage and Young Adult 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.

## **2. Policy Aims & Scope**

- 2.1 The aim of this policy 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.
- 2.2 This policy 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 policy applies to all patients with a diagnosis of cancer who are between the ages of 13-24.

## **3. Roles and Responsibilities**

- 3.1 The **Medical Director** is the Executive Lead for this policy.
- 3.2 **The Lead Clinician** for TYA has an overall responsibility for ensuring that the policy is adhered to and that the Policy is reviewed in the agreed timescales.
- 3.3 **The Medical Team within paediatrics and adult cancer services** are responsible for admitting and discharging patients onto Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit.
- 3.4 **The Ward Manager of Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit** 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.
- 3.5 **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 Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit.

- 3.6 **The Bed Manager** for Children's and the bed manager for Adult Cancer has a responsibility to identify TYA patients proactively where possible and book the appropriate bed in advance.
- 3.7 **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.

#### **4. Policy Statements and Procedures**

- 4.1 For all teenagers and young adults with a cancer diagnosis (13-24 inclusive) the Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit Unit is their primary place of care. They are entitled to a bed on the Unit when they need it (there may be occasions where TYA patients require a bed in other areas such as high dependency unit or intensive care).
- 4.2 Any patient occupying a bed in the Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit who does not have a cancer diagnosis must be moved promptly if a TYA cancer patient requires admission
- 4.3 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)
- 4.4 Patients aged between 13 and 15 may have a bed either on the Ward 27 Teenage Cancer Trust Teenager and Young Adult 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 Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit. The 13 to 15 year olds will be entitled to access the social spaces and communal areas of the Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit regardless of where they have a bed, except when isolated due to infection prevention.
- 4.5 Any queries regarding the use of these beds such as closure or relocation of patients must in the first instance be directed to the Teenage Cancer Trust East Midlands Lead Nurse
- 4.6 Any request to change the use of the Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit or spaces/rooms within the unit should be discussed with the Teenage Cancer Trust East Midlands Lead Nurse and the Regional Operations and Partnership manager for the charity.
- 4.7 **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

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

During normal working hours (Monday – Friday 09:00 – 17:00) Patients may be referred to the Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit by the following people after discussion with the consultant team in charge of the patient's care or the Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit Manager.

- a) TYA Clinical Nurse Specialists
- b) Site-specific Clinical Nurse Specialists
- c) Paediatric and Adult Oncology/Haematology Consultants and SpRs
- d) GP referral after discussion with the appropriate Paediatric / Adult Oncology / Haematology Consultant or SpR.
- e) Patient contact via the single point of contact number
- f) Patient contact via Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit

#### 4.9 Routes of Admission – Out of Hours

- a) Outside of normal working hours (Monday to Friday 17:00 – 09:00 and weekends and Bank Holidays) patients must contact the Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit.
- b) The nurse in charge will triage the patient over the phone using UKONS triage tool.

4.10 The appropriate medical on call team will be contacted by the nurse in charge. (Note since COVID-19 pandemic in March 2020, paediatric medical staff perform initial assessment and look after all TYA patients under guidance of the adult haematology/oncology team for those patients aged 18 years and over) TYA patients will be admitted directly to Ward 27 Teenage Cancer Trust Teenager and Young Adult Unit. (Please refer to SOP COVID-19 Ward 27 TYA Haematology and Oncology Patients which can be found on INsite <http://insitetogether.xuhl->

[tr.nhs.uk/cm/cmgwom/Childrens%20Team/Forms/AllItems.aspx?RootFolder=%2Fcmg%2FChildrens%20Team%2FChildrens%20%2D%20COVID%2019%2FWard%2027%20%2D%20Covid%2019&FolderCTID=0x0120007690DC4A688C29469AA4495261B6E84E&View=\(B368B6BF-001A-41C1-8830-7C2525EBFD95\)](http://insitetogether.xuhl-tr.nhs.uk/cm/cmgwom/Childrens%20Team/Forms/AllItems.aspx?RootFolder=%2Fcmg%2FChildrens%20Team%2FChildrens%20%2D%20COVID%2019%2FWard%2027%20%2D%20Covid%2019&FolderCTID=0x0120007690DC4A688C29469AA4495261B6E84E&View=(B368B6BF-001A-41C1-8830-7C2525EBFD95)))

4.11 If there is no capacity on 27 this will need to be discussed with the appropriate medical team to determine where is the best location for the patient to come in (e.g. Emergency department, Osborne Assessment Unit)

## **5. Education and Training Requirements**

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.

## **6. Process for Monitoring Compliance – Policy Monitoring**

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements Who or what committee will the completed report
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				<b>go to.</b>
Teenage Cancer Trust Data Template will be completed on a monthly basis	Lead Nurse for TYA	Template	Monthly	TYA PTC Team Adult & Paediatric Oncology/Haematology Consultants Teenage Cancer Trust

## **7. Equality Statement**

- 7.1 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.
- 7.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.
- 7.3 Age is a criteria for entry however this is in line with the requirements of age discrimination legislation as it is clinically justified

## **8. Supporting Documents and Key References**

- 8.1 Bed Management Policy (Trust Reference Number B24/2003)
- 8.2 SOP COVID-19 Ward 27 TYA Haematology and Oncology Patients

## **9. Process for Version Control, Document Archiving and Review**

- 9.1 This document will be uploaded onto SharePoint and available for access by Staff through the policy & guidelines library on INsite. It will be stored and archived through this system.
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## Appendix 1: Ward 27 TYA care Flowchart

This list is not exhaustive but gives an idea of reasons you may have been asked to review a patient. If there is any concern at all or if any advice is required nurses and doctors can contact the adult team.

