



CIVILIAN PERSONNEL CAREER MANAGEMENT

July
2002

ARMY CIVILIAN TRAINING, EDUCATION, AND
DEVELOPMENT SYSTEM (ACTEDS) PLAN

ADDENDUM I
TO THE REGISTERED NURSE ACTEDS PLAN

HEMATOLOGY / ONCOLOGY NURSE SPECIALIST

ACTEDS PLAN

CORNERSTONE OF CONCERNED HEALTH CARE

F O R E W O R D

This Department of the Army Civilian Training, Education, and Development System (ACTEDS) plan for the civilian Hematology/Oncology nurse provides careerists and management with a guide to assist in career enhancement and progression. Training and development plans are essential in developing and enhancing an individual's knowledge, skills, and abilities; hence, promoting optimal performance, effectiveness, and efficiency. This plan, if followed, will provide all civilian Hematology/Oncology nurses the opportunities to become leaders of tomorrow in their field.

Civilian Hematology/Oncology nurses and their supervisors are encouraged to review this ACTEDS plan and tailor it to their needs. Although individuals ultimately control their own careers, all levels of command share in the responsibility of implementing guidance contained in this plan. This will help to ensure a continuing source of highly qualified civilian Hematology/Oncology nurses for the Department of the Army.

APPROVED BY:

A handwritten signature in black ink, appearing to read "William T. Bester", written over a horizontal line.

WILLIAM T. BESTER
Brigadier General, AN
Functional Chief

ADDENDUM I

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

HEMATOLOGY/ONCOLOGY NURSE OCCUPATIONAL SERIES GS-610 (Career Field 53)

Introduction. This addendum to the civilian Registered Nurse (RN) ACTEDS Plan describes the Hematology/Oncology (Hem/Onc) nurse portion of the plan and must be used in conjunction with the basic RN ACTEDS Plan. This Addendum includes the training, education, and developmental opportunities that enhance the employee's capability to advance within the Hem/Onc nursing community. General information of interest to all Army civilian RNs in all nursing specialties is found in the basic RN ACTEDS Plan of which this Addendum is a part.

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ADDENDUM I

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

HEM/ONC NURSE OCCUPATIONAL SERIES GS-610 (Career Field 53)

1. OBJECTIVES.

a. To assist employees and supervisors in determining specific education and experiences needed for the Hem/Onc nurse specialty.

b. To enable Hem/Onc nurses to plan and schedule clinical and leader development activities appropriate for their chosen career progression.

c. To identify broad-based training needs throughout the Hem/Onc nurse's employment.

d. To provide Hem/Onc nurses a comprehensive list of the competencies applicable to Hem/Onc nursing practice.

e. To aid in the recruitment and retention of quality RNs identifying the numerous training and career advancement opportunities offered by Department of the Army (DA) in the Hem/Onc nursing community.

2. STRUCTURE. This plan applies to all Army civilian RN employees working in the field of Hem/Onc nursing, regardless of the level at which they were hired and the organization or agency to which they are assigned or attached.

3. KEY POSITIONS AND CONSULTANTS. Key Positions are staff positions in which the incumbent establishes and/or interprets policy, plans, and strategy. The basic RN ACTEDS Plan lists Key Positions where any Hem/Onc nurse can be assigned. There is no one Key Position in Hem/Onc nursing; rather positions are established according to the responsibilities assigned at each installation or agency.

4. RESPONSIBILITIES. Responsibilities for the Functional Chief (FC), the Functional Chief Representative (FCR), the installation, the Medical Treatment Facility (MTF), the supervisor, and the employee are listed in the basic RN ACTEDS Plan.

5. CAREER PATH. (Appendix A) The career path for Hem/Onc nurses represents progression in Hem/Onc nursing normally

beginning at the entry level and continuing through the advanced level. Descriptive levels are as follows:

a. Entry Level. At the entry level (normally GS-09), the new Hem/Onc nurse generally requires on-the-job training (OJT) experience and technical training. Emphasis is placed on involvement with and training in: (a) Hem/Onc nursing fundamentals; (b) fundamentals of federal law, DA regulations, and directives in promoting wellness; and (c) computer training to assist in managing Hem/Onc health programs. Personnel have responsibility for assisting with training subordinates, peers, and students.

Typical Hem/Onc nursing assignments at the entry level include, but are not limited to: (a) Providing comprehensive nursing care to patients based on the physician's medical care plan and the needs of the patient; (b) Obtaining initial information and history of symptoms and treatments from patients and parents; (c) Educating and preparing patients for tests, examinations and treatment; and (d) Preparing and reviewing records, laboratory sheets, etc., under the supervision of a senior RN.

b. Intermediate Level. Intermediate level/staff nurse positions (GS-10/11/12) represent the full professional performance level. The primary focus is on increasing the technical knowledge and skills of the Hem/Onc nurse. Secondarily, emphasis is placed on management and human relations skills. Work assignments will be selected to add to the depth and breadth of their technical and leadership competence. Some of the assignments include: (a) managing a Hem/Onc program at an installation where the Hem/Onc nurse is the sole asset, or program requirements dictate additional management oversight, (b) serving as the technical expert or point of contact for program direction, and (c) assisting in training of subordinates, peers, and students.

The intermediate level Hem/Onc nurse's self development activities are accelerated and focused to ensure Hem/Onc nurses continue to add to their variety of experiences. They will continue to receive specialized training for progressively responsible assignments, including leadership training for personnel selected to fill supervisory positions. Graduate study, speaking and writing activities, and active participation in professional group activities are encouraged. Employees at this level are encouraged to obtain national certification from any of a variety of applicable specialty boards or recognized certification providers, such as the Oncology Nursing Society for certification in Hematology/Oncology. Personnel must also be responsible for formal precepting and informal OJT of staff.

At the GS-12 supervisory level, emphasis is primarily placed on developing managerial and administrative abilities, and secon-

darly, broadening the employee's technical knowledge and skills.

c. Advanced Level. At the GS-13/14 levels, all advanced Hem/Onc nurses are recognized as subject-matter-experts (SMEs). At this level, emphasis is placed on strategic planning and administering managerial responsibilities. They routinely make decisions or recommendations that significantly affect the content, interpretation, or development of Army policies or programs concerning critical matters or major issues within the Hem/Onc nursing community. They also are responsible for training subordinates, peers, and students. They are assigned positions/studies where limited guidance exists as to the method of evaluation for the potential experience identified or where possible, new experiences need to be identified. Training will be on topics that are emerging issues in the specialized aspects of Hem/Onc nursing as well as seminars and conferences where these position topics are likely to be discussed. At this level, the employee must have a mastery of one or more specialty fields evidenced by application of new developments and theories to critical and novel problems, and extension and modification of approaches and methods to solve a variety of problems with unconventional solutions.

6. COMPETENCIES. (Appendix B) Commanders and supervisors are responsible for identifying resources and offering opportunities to meet career objectives of their employees. They must ensure that employees under their supervision possess, or are provided opportunities to obtain, the required competencies commonly referred to as the knowledge, skills, and abilities (KSAs) found at Appendix B. Equivalency credit for competencies gained may be granted for formal courses or OJT received from sources other than from the courses listed at Appendix D of this Addendum. The required equivalency credit form is at Appendix G of the basic RN ACTEDS Plan.

7. MASTER TRAINING PLAN (MTP). (Appendix C)

a. Universal Training. Employees enter Hem/Onc nursing with varying degrees of experience, capability, and potential for growth. For this reason, training identified on the MTP Matrix at Appendix C, should be based on what formal training and/or OJT the individual brings to the job in comparison with that required for advancement as outlined in this Addendum. Broadband training shown in the MTP is identified as those courses and OJT that cover a spectrum of grade levels. This training may be completed at any level within the band, but should be completed prior to accession out of the band. Consideration should be given to any documented prior experience and training.

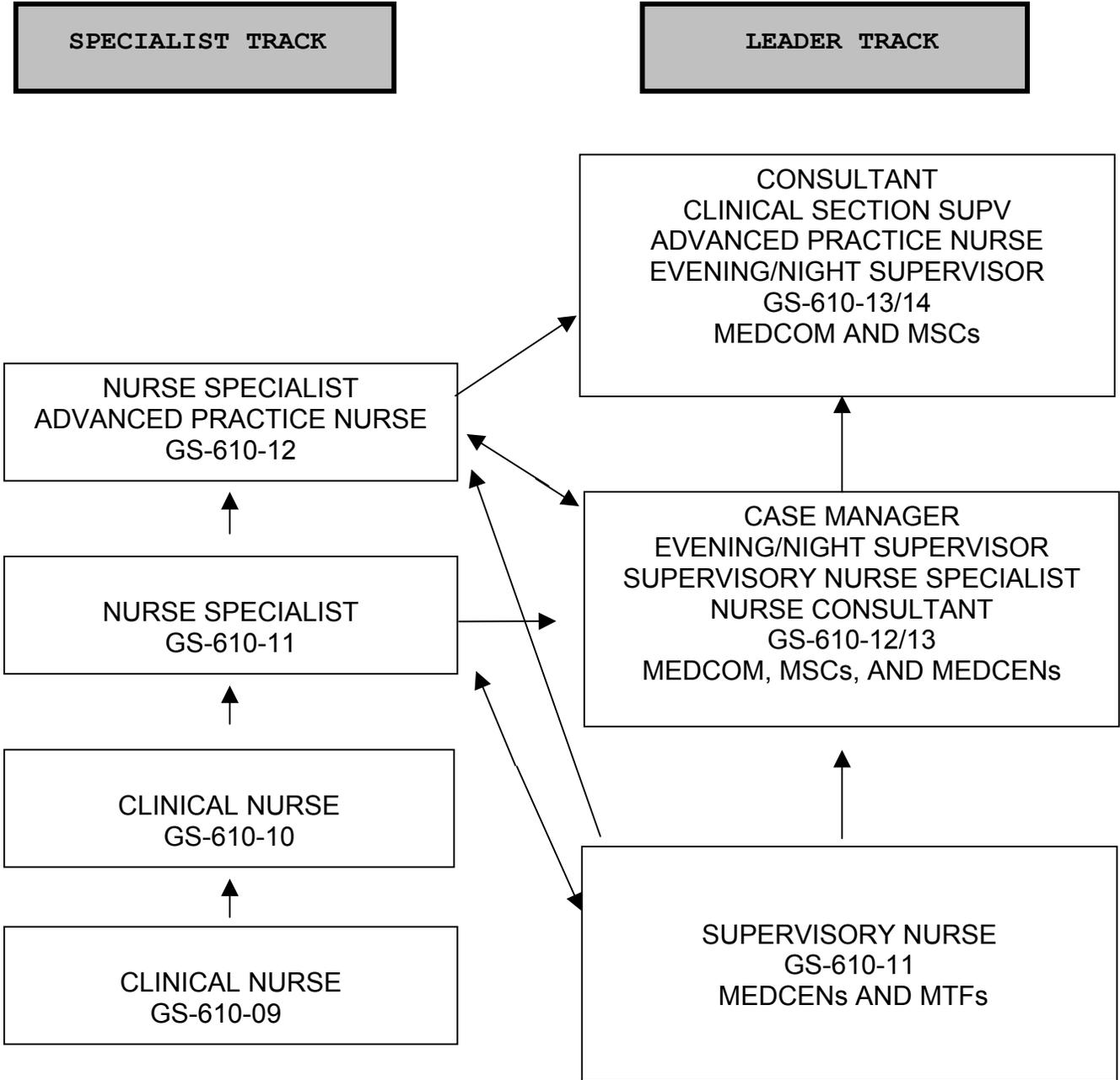
b. Self-development. In addition to the mandated training outlined in the MTP, Hem/Onc nurses at all levels are encouraged to undertake individual projects such as technical papers, presentations, and membership in professional organizations. Additional self-development activities are defined in the basic RN ACTEDS Plan.

c. Competitive Training. Competitive training includes Army-wide competitive programs (such as senior service colleges and the Sustaining Base Leadership and Management Program) that are centrally funded by DA. It also includes fellowship programs, developmental assignments, and training-with-industry which may be funded by the installations, Major Commands (MACOMs), or other designated agencies. Competitive training opportunities are defined in the basic RN ACTEDS Plan.

8. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY. Training and development opportunities for participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

APPENDIX A

HEM/ONC NURSE
CAREER PATH CHART



COMPETENCIES FOR HEM/ONC NURSE

- 1. Nursing** - Knowledge of an extensive range of established professional nursing theories, principles, practice, and complex treatment procedures in order to provide care and management of adult/pediatric Hem/Onc patients and independently assess, document, and modify the needs of patients receiving care in Hem/Onc.
- 2. Nursing** - Ability to provide specialized nursing service to critically ill and terminally ill patients requiring very difficult treatments in order to ensure effectiveness of nursing care requirements.
- 3. Nursing** - Ability to administer and monitor the use of therapeutic medication in order to ensure accurate dosage and assess intended results.
- 4. Nursing** - Knowledge of chemotherapeutic and related agents including normal dosage, administration, action, adverse reactions, and safe handling in order to safely care for patients.
- 5. Nursing** - Knowledge of pharmacology and symptom management, including anti-emetics, pain management, and the preparation of medication in order to ensure proper administration technique to include concentration, solution, route, etc.
- 6. Nursing** - Knowledge and skill to operate and monitor specialized equipment such as respiratory, intravenous infusion pumps, hemodynamic monitoring devices, pulse oximetry, and central venous catheters in order to ensure effectiveness of nursing care requirements.
- 7. Nursing** - Skill in specialty nursing required for high acuity patients and knowledge of life support equipment in order to perform necessary steps in case of cardiac arrest, seizures, anaphylactic reaction, etc.
- 8. Nursing** - Knowledge of Advanced Cardiac Life Support (ACLS) in order to provide emergency care and perform emergency treatment, as needed.

9. **Nursing** - Skill in care and management of a Venous Access Device (VAD) and Peripherally Inserted Central Catheter (PICC) in order to draw blood, administer medication, and administer blood products.
10. **Nursing** - Ability to assist physician with bone marrow and tissue biopsies in order to provide reassurance to the patient and monitor the patient's comfort level.
11. **Nursing** - Ability to make decisions independently regarding routine, emergency, and life threatening situations until a physician is available in order to expedite treatment.
12. **Nursing** - Ability to continually monitor and assess patient's condition in order to take corrective action and prevent complications
13. **Nursing** - Knowledge of available resources needed to coordinate, refer, and liaise with community and public health agencies in order to assist in providing care, supplies, and/or equipment in support of home care.
14. **Nursing** - Skill in planning and developing nursing plans of care in order to meet the needs of patients in an inpatient/ambulatory care setting.
15. **Nursing** - Knowledge of major cancer treatment modalities, e.g., radiation therapy, surgery, immunotherapy, and chemotherapy in order to provide comprehensive treatment, independently modify plan of care, as needed, and document nursing interventions.
16. **Nursing** - Knowledge and skill to identify and meet learning needs of patients in order to instruct patient/family on the natural progression of their disease including treatment, expectations, and disease or treatment-related side effects and neutropenic precautions.
17. **Nursing** - Knowledge of infection control, its policies and precautions, in order to ensure compliance.
18. **Communication** - Ability to communicate orally and in writing with individuals, families, and groups in order to provide information, evaluate understanding, and enhance adherence.
19. **Communication** - Skill to interact with patients and family members in order to provide reassurance, support, and comfort.
20. **Informatics/Research** - Skill in management of information systems and technology in order to manage individual or population health and continuously improve practice.

- 21. Research** - Ability to solve a foreseeable problem by performing personal research in order to develop nursing protocols and establish guidelines.
- 22. Training** - Ability to assess staff training needs, develop group or individualized training plans, and develop class and training materials in order to meet their training needs and present an effective education program.
- 23. Training** - Ability to conduct review and analysis of class objectives in order to assess adequacy and need for updates.
- 24. Management** - Ability to serve as Charge Nurse in absence of Head Nurse, overseeing assigned personnel in order to ensure continuity of operations.
- 25. Management** - Knowledge of personnel practices and procedures and of the hospital, unit, and individual service's policies sufficient to execute responsibilities.

APPENDIX C
MASTER TRAINING PLAN MATRIX FOR HEM/ONC NURSE

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY	INTERMEDIATE			ADVANCED		SOURCE	COMPETENCIES (APPENDIX B)	COURSE NUMBER (APPENDIX D)
			GS-09	GS-10	GS-11	GS-12	GS-13	GS-14			
Selected Topics in Advanced Pathophysiology	FC	Varies			U2	U2			University-Based	2, 11, 12, 13	1
Clinical Pharmacology and Interventions for Advanced Nursing Practice	FC	Varies			U2	U2			University-Based	3, 5	2
Diagnostic Reasoning and Physical Assessment in Advanced Nursing Practice	FC	Varies			U2	U2			University-Based	1, 2	3
Oncology Nursing I: Epidemiology and Pathophysiology	FC/OJT	Varies	U1	U1					University-Based	1, 2, 14	4
Oncology Nursing II: Symptom and Problem Management	FCOJT	Varies	U1	U1	U1	U1			University-Based	1, 2, 5, 13, 14	5
Rights of Passage: Respecting the Wishes of Seriously Ill Patients	CC/OL	8 Hours	U1	U1	U1	U1			Local	2, 19	6
Cancer Chemotherapy Course	FC/OJT	16	U1	U1	U1	U1			Professional Org-Based	3, 4, 5, 12, 15,	7
Chemotherapy Administration Course	FC	Varies	U1	U1	U1	U1			University-Based/ Local	3, 4, 5, 6, 9, 11, 12, 15	8
Bone Marrow Transplantation Orientation Course	FC	Varies		U2	U2	U2			University-Based/ Local/ Installation	10, 12	9
Basic Life Support Certificate	FC	Varies	U1**	U1**	U1**	U1**	U1**	U1**	Local	7, 11, 12	10
Advanced Cardiac Life Support (ACLS)	FC	16			U2**	U2**	U2**	U2**	Local	7, 8, 11, 12	11
Infection Control Training	FC/OJT	Varies	U1	U1	U1	U1	U1	U1	Local/ Installation	17	12
Oncology Certification/Advanced Oncology Nurse Certificate	CC/ EXAM	Varies	U3	U3	U3	U3	U3**	U3**	Prof Org	1, 2, 5, 9, 12,13, 14, 15	13
Charge Nurse Course	FC	13	U2	U2					Local	24, 25	14
Instructor Training Course (Formerly Faculty Development Course)	FC	80			U3	U3	U3	U3	AMEDDC&S	16, 18, 22, 23	15

LEGEND: FC = FORMAL COURSE U1 = UNIVERSAL PRIORITY I C = COMPETITIVE * = ACCORDING TO INDIVIDUAL JOB REQUIREMENT
 CC/OL = CORRESPONDENCE COURSE/ON-LINE U2 = UNIVERSAL PRIORITY II SUP = SUPERVISOR ONLY ** = RECURRING REQUIREMENT
 OJT = ON-THE-JOB TRAINING U3 = UNIVERSAL PRIORITY III DVP = DEVELOPMENT ASSIGNMENT *** = BY EXCEPTION

**APPENDIX C
MASTER TRAINING PLAN MATRIX FOR HEM/ONC NURSE**

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY	INTERMEDIATE			ADVANCED		SOURCE	COMPETENCIES (APPENDIX B)	COURSE NUMBER (APPENDIX D)
			GS-09	GS-10	GS-11	GS-12	GS-13	GS-14			
Nursing Informatics	FC	Varies			U3	U3	U3	U3	University-Based	20, 21	16
Critical Reading of Research Publications	CC/OL	12				U1	U1	U1	RMC NESDS	21	17
Conscious Sedation	FC	Varies	U1	U1	U1	U1			Local/Installation	6, 7, 12	18

LEGEND: FC = FORMAL COURSE U1 = UNIVERSAL PRIORITY I C = COMPETITIVE * = ACCORDING TO INDIVIDUAL JOB REQUIREMENT
 CC/OL = CORRESPONDENCE COURSE/ON-LINE U2 = UNIVERSAL PRIORITY II SUP = SUPERVISOR ONLY ** = RECURRING REQUIREMENT
 OJT = ON-THE-JOB TRAINING U3 = UNIVERSAL PRIORITY III DVP = DEVELOPMENT ASSIGNMENT *** = BY EXCEPTION

APPENDIX D

COURSE DESCRIPTIONS

1. Selected Topics in Advanced Pathophysiology. Focuses on developing advanced pathophysiological knowledge sufficient for understanding alterations in biological processes that affect the body's dynamic equilibrium or homeostasis. With this knowledge, students learn to differentiate normal from abnormal physiological function and to consider the causality of pathophysiological alterations in illness. Topics covered include the pathophysiology of common health problems and complex physiological alterations encountered in advanced clinical practice. (Source: University-Based) (Length varies)

2. Clinical Pharmacology and Interventions for Advanced Nursing Practice. Combines lecture and case analyses to increase skills in assessment and pharmacological management of patients with a variety of common acute and chronic health problems. Data collection and diagnostic reasoning are emphasized in relation to drug selection, patient/family education, monitoring, and evaluation of pharmacological interventions. (Source: University-Based) (Length varies)

3. Diagnostic Reasoning and Physical Assessment in Advanced Nursing Practice. Combines lecture and laboratory experiences to develop advanced skills in assessment of physical, cognitive, nutritional, cultural, and functional domains. Practitioner-patient interactions, data collection, diagnostic reasoning, and oral and written presentation of data are emphasized. (Source: University-Based) (Length varies)

4. Oncology Nursing I: Epidemiology and Pathophysiology. Focuses on the epidemiology, pathophysiology, and biobehavioral aspects of cancer across the adult years. Major topics include cancer physiology, prevention, detection, and role of the immune system, treatment, and responses to cancer. (Source: University-Based) (Length varies)

5. Oncology Nursing II: Symptom and Problem Management. Provides the student with a broad framework for coordinating the domains and competencies of advanced practice roles in adult oncology nursing. Case management and case studies are used to explore clinical problems. (Source: University-Based) (Length varies)

6. Rights Of Passage: Respecting The Wishes of Seriously Ill Patients. The course is designed to help nurses respond skillfully and respectfully to patients who ask for help in dying or who want information on choices open to them at various stages of their illness. (Source: Local) (8 Hours)

7. Cancer Chemotherapy Course. The program will focus on the theoretical knowledge base need to administer chemotherapy, including cellular kinetics, drug classifications, safe handling, administration, management of side effects and patient teaching strategies. Case studies relating to the theoretical principles also will be presented. (Source: Professional Organization-Based) (16 Hours)

8. Chemotherapy Administration Course. Provides the knowledge base necessary for the administration of antineoplastic agents in a variety of settings. Content of the course is based on guidelines published by the Oncology Nursing Society (ONS). This course includes problem-solving applications as well as demonstration of IV methods of administering chemotherapy. (Source: University-Based/Local) (Length varies)

9. Bone Marrow Transplantation Orientation (BMT) Course. Provides basic education on the care of the bone marrow transplant patient. Content of this course includes the principles of bone marrow transplant, common diseases associated with BMT, principles of HLA typing and transfusion, and complications of BMT, including acute and chronic graft-versus-host disease (GVHD), hemorrhagic cystitis, cardiac and pulmonary complications, venoocclusive disease (VOD) of the liver, and gonadal dysfunction. (Source: University-Based/Local/Installation) (Length varies)

10. Basic Life Support Certificate. Provides instruction in the principles and skills of emergency first aid for respiratory failure and cardiac arrest in victims of all ages. Mouth-to-mouth breathing, Cardio-Pulmonary Resuscitation (CPR), and care for an obstructed airway. Upon satisfactory completion of this course, students will receive American Red Cross certification in basic life support. (Source: Local) (Length varies)

11. Advanced Cardiac Life Support (ACLS). This is an intensive course covering the American Heart Association curriculum for ACLS. (Source: Local) (16 Hours)

12. Infection Control Course. This is a basic course that recognizes the licensed professional's responsibility to adhere to infection control standards. Course will provide information on how pathogenic organisms may be transmitted in health care

workers to prevent transmission of organisms; help in identifying when engineering and work practice controls can be utilized to prevent exposures, and specific steps to be taken if a Bloodborne exposure occurs; and identification of methods for effective cleaning, disinfection and sterilization of health care equipment. (Source: Local/Installation) (Length varies)

13. Oncology Certification/Advanced Oncology Nurse Certificate.

Completion of National Certification exam that documents validation of the professional achievement of identified standards of practice by an individual registered nurse providing care for oncology patients. (Source: Local) (Length varies)

14. Charge Nurse Course. Designed to provide the inexperienced Charge Nurse with the necessary skills so he/she can approach their role with confidence. (Source: Local) (13 Hours)

15. Instructor Training Course (Formerly Faculty Development Course). Emphasis is placed on communication skills, audio-visual support, writing lesson plans, writing objectives, and writing test items. (Source: AMEDDC&S) (80 Hours)

16. Nursing Informatics. An overview of how computer science, information science, and nursing science are used to manage information. The focus of the course is on how nurses can use information technology with clinical practice, research, education, administration, and communication to improve the delivery of nursing care and patient health. A current health care information system is examined. Basic computer applications are explored through hands on training. (Source: University-based) (Length varies)

17. Critical Reading of Research Publications (CRRP). This course is designed as an Independent Study for use by Clinical Interest Groups, Journal Clubs, or small groups who want to become more comfortable in reading and evaluating research. The primary characteristic of this program is that it must be carried out by at least two or more people in order to obtain continuing education credit. The course is available on-line at:
<http://armynursecorps.amedd.army.mil/crrp.htm> (Source: RMC NESDS) (12 Hours)

18. Conscious Sedation. This course provides information on the pharmacological implications of sedation and analgesia including how to appropriately supply the area and monitor the patient during and after conscious sedation; when to identify emergency measures that must be taken when complications secondary to conscious sedation occur; and identifies those at risk for receiving conscious sedation. (Source: Local/Installation) (Length varies)

APPENDIX E

GLOSSARY

<u>ACRONYM</u>	<u>DEFINITION</u>
ACLS	Advanced Cardiac Life Support
ACTEDS	Army Civilian Training, Education, and Development System
AMEDDC&S	Army Medical Department Center & School
BMT	Bone Marrow Transplant
CPR	Cardiopulmonary Resuscitation
CRRP	Critical Reading of Research Publications
DA	Department of the Army
FC	Functional Chief
FCR	Functional Chief Representative
GVHD	Graft-versus-host-disease
Hem/Onc	Hematology/Oncology
KSAs	Knowledge, Skills, and Abilities
MACOMs	Major Commands
MEDCENs	Medical Centers
MEDCOM	U.S. Army Medical Command
MSCs	Major Subordinate Commands
MTF	Medical Treatment Facility
MTP	Master Training Plan
NESDS	Nursing Education and Staff Development Service
OJT	On-the-Job Training
ONS	Oncology Nursing Society
PICC	Peripherally Inserted Central Catheter
RMC	Regional Medical Command
RN	Registered Nurse
SMEs	Subject-Matter-Experts
VAD	Venous Access Device
VOD	Venoocclusive Disease