

**KING FAISAL SPECIALIST HOSPITAL AND RESEARCH CENTRE
NURSING AFFAIRS**

**Scope of Service
Gynecology/Oncology (D-1)**

PATIENT CARE UNIT/AREA

Unit Description	:	Gynecology/ Oncology (D-1)
No. Of Beds	:	17 (7 double rooms and 3 single rooms)
Nurse Patient Ratio	:	1:4 Days 1:5-6 Nights
NHPPD	:	5.8

Scope of Service

The Women's Surgical Oncology Unit provides nursing care to female patients who are under the services of surgical oncology, radiation medicine, gynecology, and gynecology oncology. This female patient population requires diagnostic work-up, medical-surgical management, nursing assessment, intervention, and education.

Frequent Procedures/Services/Functions

- Medication administration, including chemotherapy, administration and management
- Patient/Family education
- EKG monitoring
- Patient assessment and evaluation
- Nutritional support (enteral feedings, TPN, weights, calorie counts)
- Blood products administration
- Chest tube management
- IV starts and maintenance
- Oxygen therapy and pulse oximetry
- Central IV line management
- Maintenance of skin integrity
- Post procedure management (thoracentesis, paracentesis biopsy, etc)
- Acute/Chronic pain management including epidural and patient-controlled analgesia administration and management
- Palliative care management
- Wound care
- Ostomy care

Hours of Operation

24 hours a day, 7 days a week

CRITERIA FOR ADMISSION TO SERVICE

Patients diagnosed with gyne-oncology medical/surgical conditions, infertility investigations / treatments, and threatened or inevitable abortions up to 20 weeks gestation.

**KING FAISAL SPECIALIST HOSPITAL AND RESEARCH CENTRE
NURSING AFFAIRS**

**Scope of Service
Gynecology/Oncology (D-1)**

STAFFING PLAN

Number and Mix of Staff

- 1 Head Nurse (Labor & Delivery, and D1)
- 1 Charge Nurse (SN-1) 0700-1700 hrs.
- 15 SN-Is
- 2 Ward Clerks
- 1 PCA

Staffing is calculated using 5.8 NHPPD. D-1 has multinational nurses from Saudi Arabia, Australia, New Zealand, UK, Ireland, South Africa, and Philippines.

A Charge Nurse is designated on days, and a Team Leader on nights. In the absence of the Head Nurse, they are responsible for Unit supervision on a 24-hour basis, with quality of care delivered by nursing personnel. The charge nurse based upon patient acuity and skills mix determines patient assignments. The following factors are utilized in making patient assignments:

- Acuity of patient's status
- Degree of supervision required by each nursing staff member based on her previously assessed level of competence.
- Infection control and safety issues.

Method of Adjusting to Staffing Variances

Additional staff are called to work overtime during periods of high acuity/census and short staffing. Staff from D-1 are floated when necessary to the following units:

- F-1, Medicine
- F-2 (II), Palliative/RT
- F-3, Medical/Oncology
- E-1, Hematology
- E-3, Bone Marrow Transplant

QUALIFICATIONS OF STAFF

Qualifications/Licenses/Certifications Required of Staff

Registered Nurse:

- Registered Nurse License or registration from country of origin
- Current BCLS
- Surgical and/or Oncology experience.

Ward Clerk/PCA:

- Bilingual – English and Arabic

How are In-Services/Continuing Education Programs provided to maintain staff competency?

**KING FAISAL SPECIALIST HOSPITAL AND RESEARCH CENTRE
NURSING AFFAIRS**

**Scope of Service
Gynecology/Oncology (D-1)**

- Bi-monthly in-services by staff and / or clinical instructor
- Annual staff in-services
- Hospital seminars and workshops
- Grand rounds
- Physician scientific seminars
- Required staff competencies

Continuing education is offered through staff development and at the unit level coordinated by the unit educator. Educational needs are identified through mandates, treatment protocols, Oncology Nursing Society guidelines, performance improvement activities, regulatory agencies, new technology, new equipment, new products and individual input and surveys.

Required Competencies

- GNO and Unit Orientation Competencies
- BCLS
- Epidural and Patient Controlled Analgesia (PCA)
- IV cannulation
- Basic Adult Physical Assessment (BAPA)
- Chemotherapy certification
- Annual Competencies

METHOD OF COMMUNICATION WITH OTHER DEPARTMENTS/PROGRAMS

Internal and External Methods of Communication

- Monthly staff meetings with minutes
- Communication Book
- Nursing Affairs Committee reporting structure
- Memos
- Hospital intranet
- Quarterly collaborative practice meetings with health care team
- Collaborative hospital committee meetings
- Written policies, procedures, and protocols

Describe Collaborative Relationships with Other Departments

- Quarterly collaborative practice conferences with OB/GYN Department
- Bi-monthly conferences with the Tumor Board
- Performance Improvement groups
- Participation in multi-disciplinary committees

PLAN TO IMPROVE QUALITY OF SERVICE

**KING FAISAL SPECIALIST HOSPITAL AND RESEARCH CENTRE
NURSING AFFAIRS**

**Scope of Service
Gynecology/Oncology (D-1)**

- Relocation of the Unit to accommodate the present patient population and to provide optimal care.
- Continue the development of patient educational materials and enhance staff involvement in patient teaching.
- Review patient comments and follow-up as necessary.
- Review and revise standards of patient care and clinical practice.
- Ensure staff competency in required competency testing.
- Offer educational programs to increase staff's knowledge and skills.
- Staff participation in Hospital-wide and Unit-based performance improvement projects.