

**MEMORANDUM OF UNDERSTANDING
BETWEEN
AFGE Local 910 and Kansas City VA Medical Center**

CHEMOTHERAPY CERTIFICATION

PURPOSE: To establish a process to validate the knowledge, skill, and professional practice of nurse-administered intravenous chemotherapy and biotherapy agents at the Kansas City VAMC.

GOAL: Ensure adequate number of appropriately trained registered nurses at the Kansas City VA Medical Center to administer Chemotherapy to the inpatient, and outpatient populations.

Action Plan:

Certification by the Oncology Nurse's Society and the Oncology Nursing Certification Corporation will be the identified method of competency validation for "Chemo Certification" in the Kansas City VA Medical Center.

KCVA will purchase "vouchers" which will allow the employee to go on-line, register, enter the voucher code #, and complete the course. The KCVA will provide additional resources, such as manuals, on-line resources, and RN preceptors. As the RN takes the course, the electronic version of the book is made available to the nurse through the course.

ONS allows 30 days for completion of the course and exam from the identified start date of the on-line course. ONS allows two opportunities to successfully complete the exam within that 30-day period. Additional clinical experience with a preceptor may be required. (*Refer to table*)

The Nurse Manager will provide oversight of the program, maintaining continuous communication/feedback with each employee. Working collaboratively with the Staff, the employee will be scheduled for the dates of the course, and will be expected to register for the identified course. The work schedule will include a minimum of 16 hours education slots (duration and frequency to be determined collaboratively by employee, and Nurse Manager) over a 30-day period, during which time, the employee will be on-line, completing the course. The employee is expected to report to duty on-time, at a designated work station, away from the distractions of the regular unit work stations and be prepared to log onto the course during the identified education timeframe. Any deviation from that schedule collaboratively established will be discussed with the Nurse Manager prior to the change. Employees may choose to spend additional time working on the course either at home, or an arraigned work station at the KCVA, this additional time will be on a voluntary basis. Employees will maintain ongoing continuous communication with the Nurse Manager regarding progress/difficulties completing the course. The Nurse Manager's will comply with the Master Collective Bargaining Agreement between the Department of Veterans Affairs and the American federation of Government employees, as well as the MOU between AFGE Local 910 and the KCVA on "Scheduling of Mandatory Training/Education for KCVA Staff" (Sept. 27, 2012).W

ONS allows two opportunities to successfully complete the exam within that 30-day period. **If an RN does not pass the certification examination on their first attempt he/she will immediately notify the**

Nurse Manager. Upon request, the Nurse Manager will facilitate an individual tutorial session to assist the RN in reviewing/preparing for 2nd certification examination.

If the RN fails to successfully complete the chemotherapy competency plan, they would not be able to fulfill the unit specific competency requirement of Inpatient/outpatient administration of Chemotherapy infusion, and would need to be reassigned to an open position at the KCVA in an area where it is not a required competency.


An RN who has failed to successfully complete the chemotherapy competency plan and obtain certification may, upon written request, choose to register and retake the course/certification examination at their own expense. If an RN chooses to do this they will register for the course within 30 days of the written request, and successfully complete the course/certification examination within 90 days, unless documentation of course unavailable within the 90 day time frame.

	Require ≥ 4 hours clinical observation of IV chemotherapy	Require 16 hours clinical practice administering, monitoring, and/or discontinuing chemotherapy with a preceptor	Clinical Practice Not Required
RN with No prior chemo experience	YES	YES	NO
RN with prior chemo experience or prior chemo certification	NO	YES	NO
RN with current chemo certification and current experience	NO	NO	YES

Additional Information for Staff:

- This particular “course” gives a certificate of completion, indicating training in chemotherapy and biotherapy. This is not a recognized Specialty Certification, as defined by ONS. Refer to the KCVA NPSB guidance on Specialty Certification, found on SharePoint, for a list of recognized Specialty certifications that may qualify for recognition.

- The approved list is available at https://vaww.vha.vaco.portal.va.gov/sites/ONS/Workforce/certification/Lists/Nursing_Certifications1/AllItems.aspx


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