



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-SURGCOM-CHEMO-P001-(01)	
<b>TITLE/DESCRIPTION:</b>  			

**aPURPOSE:**

1. To ensure safe and appropriate use of Chemotherapytherapeutic agents on an Outpatient basis.
2. To ensure proper disposal of waste in accordance with the RMCI waste management program.

**DEFINITIONS:**

N/A

**RESPONSIBILITY:**

Chemotherapy Staff Nurses and Physicians

**POLICY:**

1. The Chemotherapy unit is open from Monday through Saturday at 8:00 AM to 5:00 PM.
2. The Schedule for Chemotherapy must be arranged with the OPD clerk or Nurse at least 3 days prior to the intended procedure.
3. The patients for Chemotherapy must have a written order from their physician.
4. A signed consent must be secured by the Chemotherapy Nurse before the procedure.
5. Medicines and supplies should be obtained from the hospital pharmacy.
6. The Chemotherapy Resident on duty should assess the patient before and after the procedure.
7. The Chemotherapy drugs should be compounded by an oncology pharmacist and properly administered by the Chemotherapy nurse on duty.
8. The Chemotherapy Nurse will assess, monitor and make proper charting during the procedure.
9. The Chemotherapy Nurse shall fill up the Chemotherapy procedure sheet.
10. Adverse drug reactions should be filed and reported by the Chemotherapy nurse.
11. The Hospital policy on Administration of Medications must be strictly adhered to.
12. Isolation practices should be strictly implemented.
13. Chemotherapy nurse should exercise general safety precautions such as wearing of gown, gloves and mask.
14. All waste must be labeled and disposed in accordance with RMCI waste management program.





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## PROCEDURE (SOP):

1. Patient for Chemotherapy presents his/her physician's written orders.
2. Patient's watcher is advised to fill-out the admission draft and proceed to the Admitting Section and have the patient admitted as OUTPATIENT.
3. Chemotherapy Nurse secures a signed consent for the procedure.
4. Chemotherapy Nurse assists the patient to the Chemotherapy room and positions the patient comfortably.
5. Chemotherapy Nurse takes baseline vital signs and records it in the patients chart.
6. Chemotherapy Nurse then prepares all the necessary supplies and equipment needed for the procedure.
7. OPD Resident on duty assesses the patient before the procedure.
8. Chemotherapy Nurse or Physician on duty starts an IV access on the patient.
9. Chemotherapy Nurse prepares the drugs for Chemotherapy and administers it as ordered.
10. Chemotherapy Nurse monitors the vital signs during transfusion and makes proper documentation.
11. Chemotherapy Nurse fills out the necessary information on the Chemotherapy Procedure sheet.
12. Chemotherapy Nurse observes for signs of adverse reactions and anaphylaxis and makes proper documentation and reporting.
13. After the procedure, the Chemotherapy Nurse notifies the resident on duty to assess the patient.
14. Chemotherapy Nurse removes the IV access line and takes the vital signs.
15. Chemotherapy Nurse encodes discharge and patient's bill.
16. Chemotherapy Nurse prepares the Going Home instructions.
17. Chemotherapy Nurse advises the patient's watcher to proceed to the Billing Section to settle the patient's account and secure a clearance slip.
18. Patient's watcher presents the clearance to the Chemotherapy Nurse.
19. Chemotherapy Nurse discharges the patient and calls the auxiliary to usher the patient to exit.
20. Chemotherapy Nurse files the patient's chart.
21. Chemotherapy Nurse labels and disposes wastes.





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## WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Secures a signed consent for the procedure.	Chemotherapy Nurse
2. Assists the patient to the Chemotherapy room and positions the patient comfortably.	
3. Takes baseline vital signs and records it in the patients chart.	
4. Prepares all the necessary supplies and equipment needed for the procedure.	
5. Prepares the drugs for Chemotherapy and administers it as ordered.	
6. Monitors the vital signs during transfusion and makes proper documentation.	
7. Fills out the necessary information on the Chemotherapy Procedure sheet.	
8. Observes for signs of adverse reactions and anaphylaxis and makes proper documentation and reporting.	
9. Notifies the resident on duty to assess the patient After procedure.	
10. Encodes discharge and patient's bill.	
11. Removes the IV access line and takes the vital signs.	
12. Prepares the Going Home instructions.	
13. Advises the patient's watcher to proceed to the Billing Section to settle the patient's account and secure a clearance slip.	
14. Discharges the patient and calls the auxiliary to usher the patient to exit.	
15. Files the patient's chart.	
16. Labels and disposes wastes.	
17. Assesses the patient before the procedure.	OPD Resident



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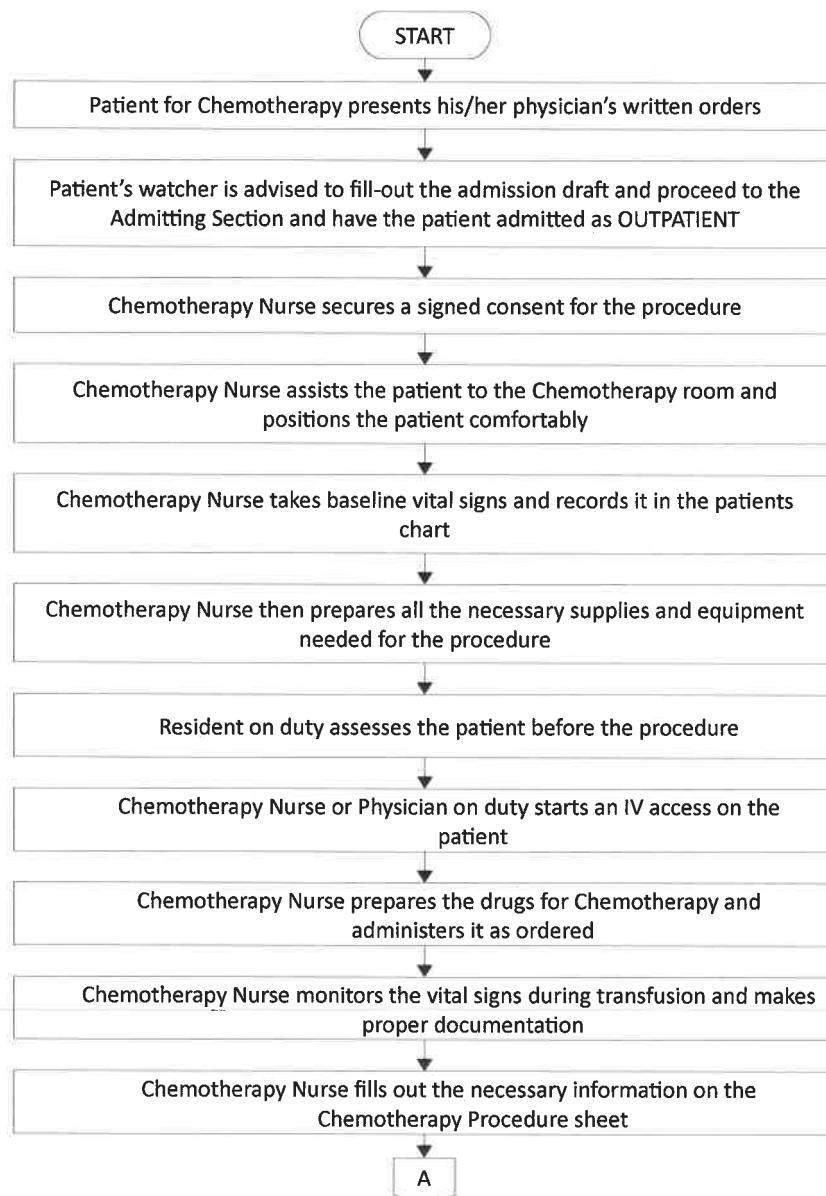
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<b>EFFECTIVE DATE:</b> June 16, 2025	<b>REVISION DUE:</b> June 15, 2028	<b>REPLACES NUMBER:</b> DCN:   – QP – 32	<b>NO. OF PAGES:</b> 4 of 7
<b>APPLIES TO:</b> Chemotherapy Unit, MSD		<b>POLICY TYPE:</b> Multi disciplinary	

## WORK FLOW:





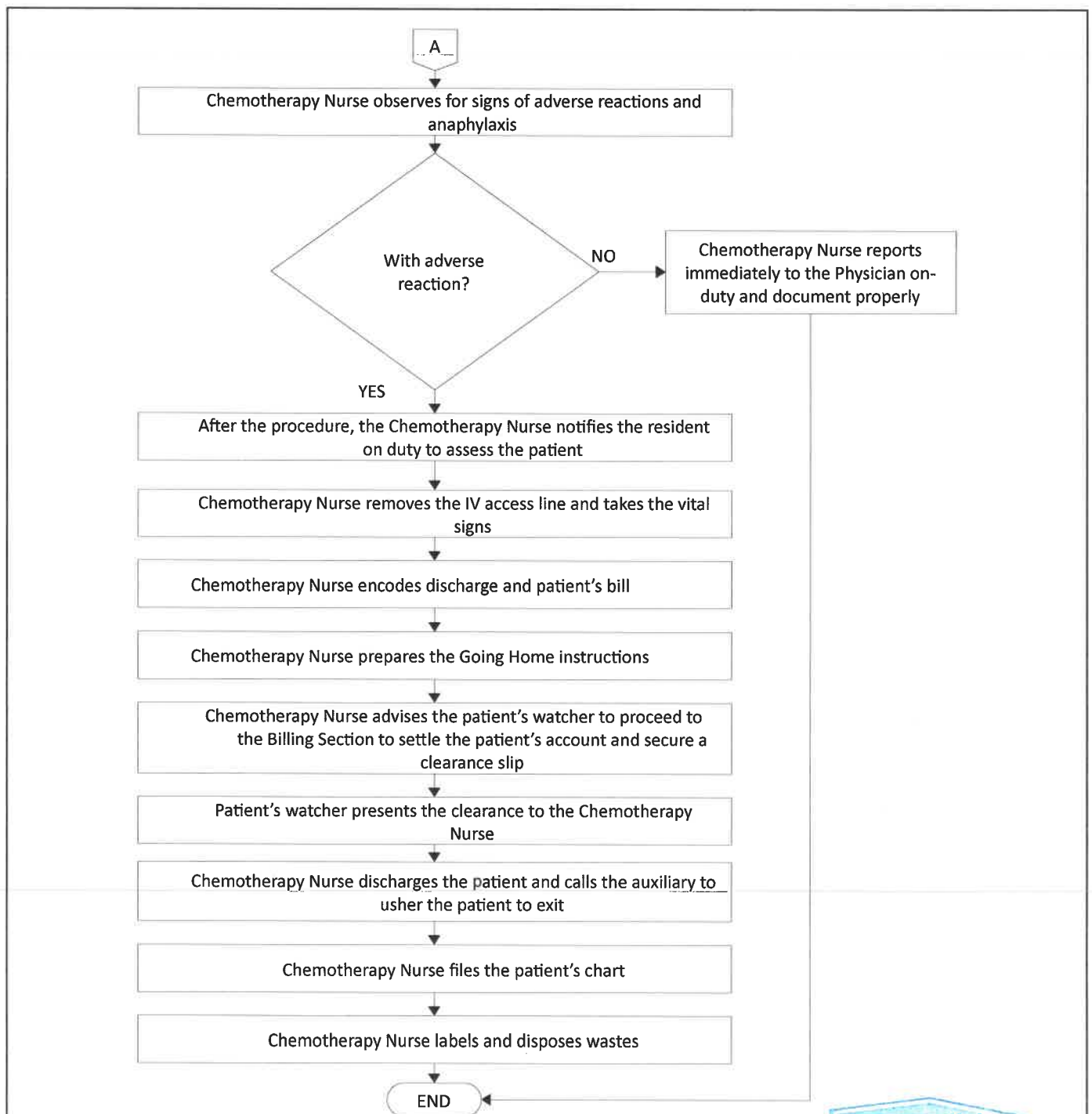
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<b>FORMS:</b> N/A
<b>EQUIPMENT:</b> N/A
<b>REFERENCES:</b> N/A







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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
<b>Prepared by:</b>	<b>ANGELLI N. ABELLO</b> Emergency Services Manager		5/20/25	
<b>Reviewed by:</b>	<b>WENDY MAE D. GOMEZ</b> Accreditation & Documentation Manager		5/20/25	
<b>Approved by:</b>	<b>MARIA AGNES A. SARIOGO</b> Assistant Chief Nurse for Specialized Care		5-30-25	
	<b>CONNIE ROSE F. BENJAMIN, MD</b> Blood Transfusion & Chemotherapy Head		6/5/2025	
	<b>HANNAH KHAY S. TREYES</b> Chief Nursing Officer		06/09/2025	
	<b>JOSE PEPITO B. MALAPITAN, MD</b> Medical Director		06-10-25	
	<b>MA. ANTONIA S. GENSOLI, MD</b> VP/ Chief Medical Officer		6-15-25	
<b>Final Approved by:</b>	<b>GENESIS GOLDI D. GOLINGAN</b> President and Chief Executive Officer		06/19/25	

