 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-J-94-P01-S02
	Effective Date:	11-30-2021
	Document Type:	Standard Operating Procedure
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	Department/Section:	Outpatient Pharmacy
	Document Title:	<b>STORAGE AND TRANSPORT OF CHEMOTHERAPY DRUGS</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

### **PURPOSE:**

To develop and maintain procedures for proper storage and safe transport of chemotherapy drug and/or preparations within Dr. Pablo O. Torre Memorial Hospital.

### **SCOPE:**


Applies to all Pharmacy Department staff of Dr. Pablo O. Torre Memorial Hospital.

### **PERSON RESPONSIBLE:**

Licensed Pharmacists and Pharmacy Technicians

### **GENERAL GUIDELINES:**

1. The hospital uses chemotherapy ziploc plastic bags to prevent accidental spills during transportation and storage of chemotherapy drugs.
2. Clearly marked storage areas shall be available for all chemotherapy drugs.
3. Storage bins/containers shall be designed to minimize the risk of breakage and to contain spills.
4. Chemotherapy drugs shall be stored separately from other drugs. It shall be located away from food storage and other preparation areas.
5. All pharmacy staff working with chemotherapy drug shall read the reagent's Material Safety Data Sheet (MSDS) to address the required hazard awareness training.
6. Pneumatic tubes or other mechanical transport system should not be used to transport cytotoxic products.
7. Chemotherapeutic medications shall be stored in a separate place on low shelves, and in the original labeled container.
8. Chemotherapy spill kits are available in all areas where chemotherapy agents are stored, prepared and dispensed.

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## **PROCEDURE:**

### **1 Storage**

- 1.1 The chemotherapy drug should be received by the pharmacist in charge who is responsible for opening the package and ensuring that it is stored safely in an appropriate manner required for use.
- 1.2 Access to chemotherapy storage areas must be limited to authorized staff only.
- 1.3 Storage in pharmacy shall be according to current recommendations for drug storage of hospital. There should be an area specifically for hazardous drugs and it should be labeled as "Biohazard or Chemotherapy".


### **2 Transport**

- 2.1 Package must be suitable for the prepared drug and robust enough to withstand normal conditions of transport.
- 2.2 Procedures shall be available for dealing with spillage during transport. The person involved in the spillage incident should record any such spillage incident in writing.
- 2.3 If products require refrigeration, the cold chain must be monitored and protected.





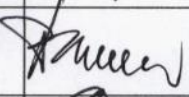

## **REFERENCES:**

1. ASHP, Guidelines on Preventing Medication Errors with Chemotherapy and Biotherapy.
2. CBAHI Standards 2016.
3. Accreditation Canada Qmentum International Standards 2017.



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Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		3/22/2022
Recommending Approval:	<b>PRINCESS M. ABELLON, MBA</b> Pharmacy Division Head		3/22/22
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		3/25/2022
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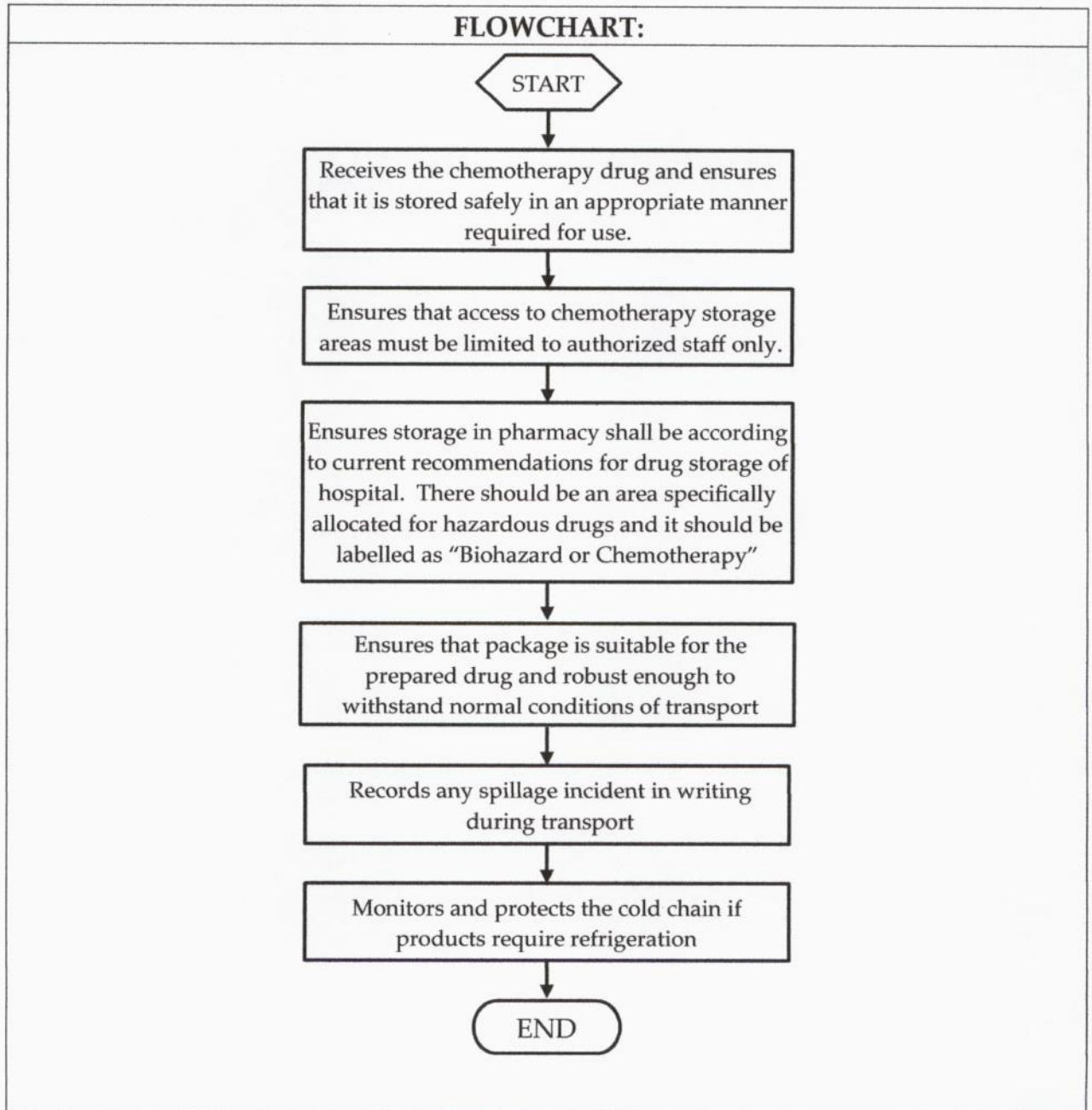



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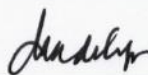



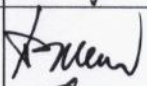

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### FLOWCHART:




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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. MADELYN N. LACSON, RPh, RN</b> Pharmacy Supervisor		11/18/21
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Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		11/19/2021
Recommending Approval:	<b>PRINCESS M. ABELLON, MBA</b> Pharmacy Division Head		12/14/21
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		2/12/22

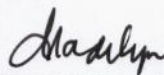
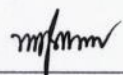


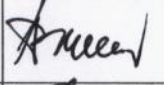



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KEY TASKS	PERSON RESPONSIBLE
1. Receives the chemotherapy drug and ensures that it is stored safely in an appropriate manner required for use.	Pharmacist in charge for opening of the package
2. Ensures storage in pharmacy shall be according to current recommendations for drug storage of hospital. There should be an area specifically allocated for hazardous drugs and it should be labelled as "Biohazard or Chemotherapy".	Pharmacist
3. Ensures package is suitable for the prepared drug and robust enough to withstand normal conditions of transport	Pharmacist
4. Records any such spillage incident in writing during transport.	Pharmacist
5. Monitors cold chain if products require refrigeration.	Pharmacist

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**APPROVAL:**

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Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		11/19/2021
Recommending Approval:	<b>PRINCESS M. ABELLON, MBA</b> Pharmacy Division Head		12/14/21
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		12/15/2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		2/12/22