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	Document Title:	PRESCRIBING AND PROCESSING CHEMOTHERAPY ORDERS

PURPOSE:

1. All chemotherapy prescribed for Dr. Pablo O. Torre Memorial Hospital (DPOTMH) patients shall be processed according to the following procedures to ensure accuracy in prescribing and dispensing of chemotherapy drugs.
2. To ensure patient and staff safety in the process of prescribing and dispensing of chemotherapy drugs.
3. To notify all departments within DPOTMH of the process and procedures to be followed in prescribing and dispensing of chemotherapy drugs.

SCOPE:


Applies to all Oncology Department staff, Chemotherapy Unit staff, Nursing Service Division and Pharmacy Division Staff of DPOTMH.

PERSON RESPONSIBLE:


All Chemotherapy Unit Personnel, Oncology Physicians, Nurses, Compounding Pharmacists and Pharmacy Technician

PROCEDURE:

1. Ordering for chemotherapy drugs must be written on the Chemotherapy pre-printed Form and signed and dated by the attending medical oncologist/hematologist.
2. For an order to be complete, the following information must be indicated on the chemotherapy preprinted form;
 - 2.1. Patient name
 - 2.2. MRN
 - 2.3. Diagnosis
 - 2.4. Height
 - 2.5. Weight (actual body weight)
 - 2.6. Body Surface Area (BSA) (actual or rounded) and/or target Area Under Curve (AUC)
 - 2.7. Allergies
 - 2.8. Drug Name

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- 2.9. Dose in mg/m or mg/kg
- 2.10. Dose to be given
- 2.11. Route
- 2.12. Rate (specific rate, if desired)
- 2.13. Frequency
- 2.14. Day of treatment(s)
3. The drug name should be printed clearly, in full and in capital letters using the generic name only and free of any unapproved abbreviations used to identify the agent being prescribed.
4. In using the metric system: dose/m² or dose/kilogram or dose/AUC (are under the curve) and with the calculated dose included.
5. The amount per dose per day (e.g. Cisplatin 20mg/m² daily x 5 days, or Cytarabine 3000mg/m² bid on days 1,3 and 5)- never written as total needed per course therapy.
6. **No verbal or phone orders** shall be accepted.
7. If there is any question related to any component of the chemotherapy order, the nurse and/or pharmacist clarifies the order with the ordering physician.
8. Pharmacists shall clarify/make recommendations for rounding of chemotherapy dose with the ordering physician to facilitate appropriate mixing of drug(s). The pharmacist will document this clarification on the original chemotherapy order.
9. **In processing the orders**, the pharmacist shall confirm that the order has been prescribed according to the criteria above. The pharmacist must contact the attending physician to request that any order not meeting these criteria be changed. The physician must make changes regarding drug, dosing parameters, route, diagnosis, or patient name and MRN. A pharmacist may change the order with "verbal order read back" regarding dose (if < 5% of the original order), infusion time, height/weight, dates of therapy. If there is a discrepancy in the medication order, the nurse for the patient will be notified of the problem and the possible delay in the delivery of the medication.
10. Review the diagnosis and prescribed regimen.
11. Calculate the patient's BSA, unit conversions, patient-specific dose and frequency.
12. Review the base fluid, administration times and supportive care medications.
13. Once the prescribing criteria have been met, the pharmacist is responsible for verifying the accuracy of the order.
14. All changes to original orders must be documented on the chemotherapy order form. A copy will be documented in the pharmacy chemotherapy patient file together with the


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original order. Changes to the order made by the physician (as above) must be double-checked by a second pharmacy staff.






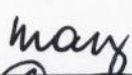

15. Unless specified, the pharmacist shall determine the vehicle and the volume of the diluents to be used based upon the protocol or reference, drug stability and infusion guidelines.
16. Upon completion of the verification process, the pharmacist or chemotherapy trained pharmacist / pharmacy technician will prepare a chemotherapy work card/kardex for use in preparing the prescribed doses. One card must be filled out for each patient.
17. The compounding pharmacist or technician must double-check the calculation when preparing every dose and record the compounded dose in the chemotherapy kardex. Changes in the subsequent doses should be noted on the card or a new card may be generated.
18. A copy of the order should be attached to the chemotherapy kardex. The order is then entered into the pharmacy computer for the medications used. The labels should be double-checked for accuracy by the pharmacist for all doses.
19. Chemotherapy doses shall have duplicate labels generated and attached to the chemotherapy kardex. The appropriate duplicate label shall have all the information as stated in the chemotherapy order form.
20. Two pharmacists shall check the chemotherapy kardex, computer entry and labels for all new and repeated chemotherapy orders. The second pharmacist must review the computer entries against the original order and kardex. The pharmacist preparing the chemotherapy work kardex and the one double checking the order must sign the kardex and the label. The verification process must be followed completely before any dose can be dispensed. Chemotherapy labels are then forwarded to the technician for dose preparation.


REFERENCES:

1. Institute for Safe Medication Practices
2. Accreditation Canada Qmentum Standards
3. ELMHURST Memorial Hospital, Chemotherapy policy #3.17, July 2002.
4. The University of Texas MD Anderson Cancer Center, "Chemotherapy Ordering & Preparation Procedures" PH #06-11, August 2009.
5. The University of Kansas Hospital, Department of Pharmacy Policy & Procedure, Jan. 2005.


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APPROVAL:


	Name/Title	Signature	Date
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	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		8/1/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		08/1/2022
Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Officer		9/16/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		9.27.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/28/22

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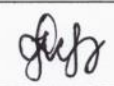




KEY TASKS	PERSON RESPONSIBLE
1. Writes the orders for the chemotherapy drugs on the pre-printed form complete with signature and date	Attending Medical Oncologist/ Hematologist
2. Ensures that all the vital information are indicated on the pre-printed form	Attending Medical Oncologist/ Hematologist
3. Writes the drug name clearly, in full and in capital letters using the generic name only and free of any unapproved abbreviations used to identify the agent being prescribed	Attending Medical Oncologist/ Hematologist
4. Clarifies the order with the ordering physician if there is any question related to any component of the chemotherapy order	Nurse and/or Pharmacist
5. Clarifies or makes recommendations for rounding of chemotherapy dose with the ordering physician to facilitate appropriate mixing of drug(s) and documents this clarification on the original chemotherapy order	Pharmacists
6. Confirms that the order has been prescribed according to the criteria before processing the orders	Pharmacists
7. Documents all changes to the original orders on the chemotherapy order form	Pharmacists
8. Determines the vehicle and the volume of the diluents to be used based upon the protocol or reference, drug stability and infusion guidelines	Pharmacists
9. Prepares a chemotherapy work card/kardex for use	Pharmacist or Chemotherapy

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in preparing the prescribed doses upon completion of the verification process	trained pharmacist / Pharmacy Technician
10. Double-checks the calculation when preparing every dose and record the compounded dose in the chemotherapy kardex. Notes changes in the subsequent doses on the card or a new card may be generated	Compounding Pharmacist or Technician
11. Attaches a copy of the order to the chemotherapy kardex	Pharmacists
12. Enters the order into the pharmacy computer	Pharmacists
13. Double-checks the labels for accuracy	Pharmacists

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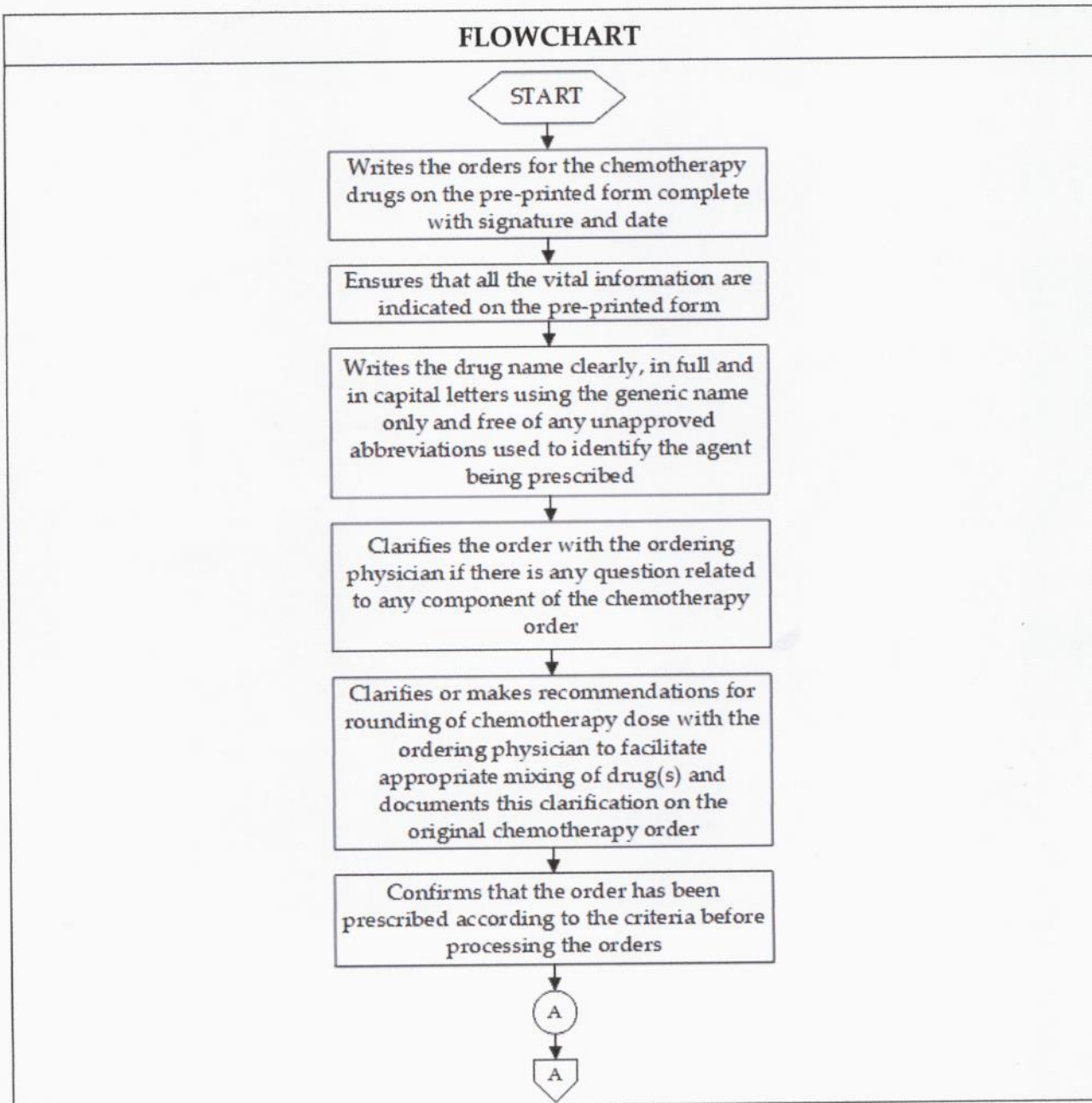


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FLOWCHART

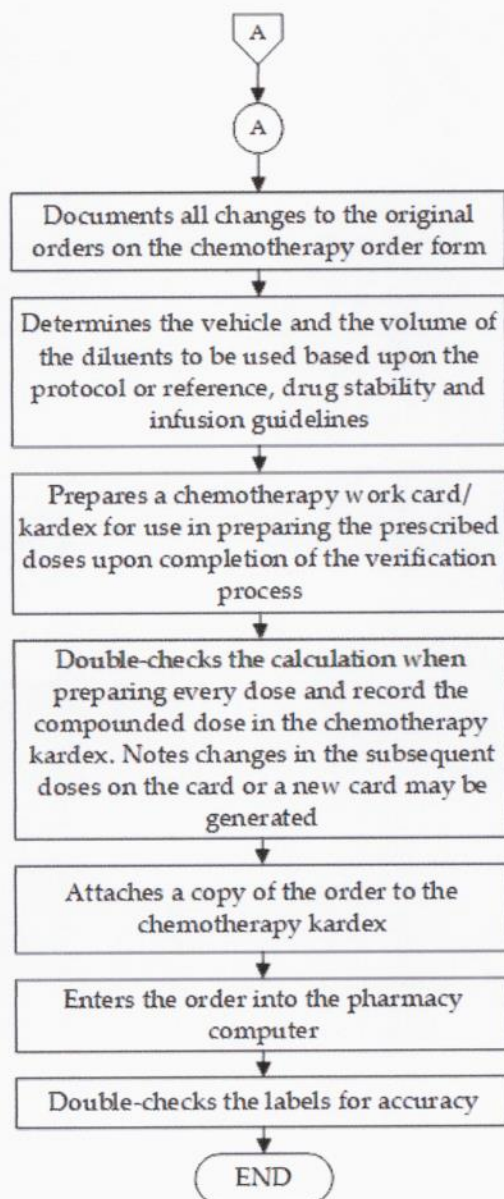





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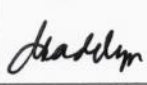
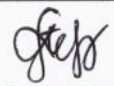



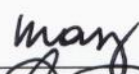

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