

Work Instruction	Drug Request List
Version	Work Instruction 016 v1.0
Date	30/0819
Review Date	2 years
Author	Julie Pascoe
Authorised by	SMT (B6's)

CONTENTS:

- 1.0 Purpose, Scope & Objective
- 2.0 Personnel & Responsibility
- 3.0 Background
- 4.0 Definitions
- 5.0 Health & Safety
- 6.0 Equipment & Documentation
- 7.0 Procedure
- 8.0 References
- 9.0 List of Appendices
- 10.0 Document control
- 11.0 Training record & competency
- 12.0 Monitoring compliance & effectiveness
- 13.0 Revision History
- 14.0 Managerial Approval

1.0	Purpose, Scope & Objectives
	<p>The purpose of this work instruction is to ensure consistent management of drug request list on a weekly basis. This list informs pharmacy of the drugs to be prepared for oncology clinical trial patients for the following week.</p> <p>The Team Leader takes responsibility for this list, however when the Team Leader is absent the NIC or a member of the SMT will take responsibility.</p> <p>It is important that the list is accurate and supplied to pharmacy every Friday in anticipation of the following weeks patients, this will ensure the patient gets their treatment the following week.</p>
2.0	Personnel & Responsibilities
	SMT (B6 & 7)
3.0	Background
	Pharmacy require at least 48 hours' notice for any planned treatment for trial patients, this is because treatments may not be standard of care and therefore require additional time to prepare.
4.0	Definitions

	SMT = Senior Management Team NIC = Nurse in Charge
5.0	Health & Safety
6.0	Equipment & Documentation
	Access to ARIA
7.0	Procedure
	<ul style="list-style-type: none"> - Login to ARIA. - On 'Visit' tab change the date to the Monday of the following week - On the right-hand side click on the 'print' icon and print the page - Return to the date and change to the Tuesday of the following week, print this page until the whole working week has been printed. (DO NOT LOG OUT OF ARIA WHEN YOU HAVE COMPLETED THIS) - Open the G drive/Research Common/Standard letterheads, forms and labels/Forms/completed drug list 2019 and open the 'drug list blank copy' - Save a copy by going to 'file' 'save as' and call it drug list with the date for the Monday of the week that is commencing - Go through the ARIA drug list for each day and enter the patients with a microscope next to them onto the drug list, completing all boxes. (On ARIA on the patient tab you can search the patient and look at their regime, time of visit and cycle) - Check the calendar to see which patients require drug from clinic an enter them onto the appropriate day - Once the whole week has been completed/entered, print a copy to take to the Friday meeting to check all is correct with the clinical team. - All clinical staff to check that what is on the drug list for the following week is what is anticipated. NB Please check for any adjuvant ROSCO patients requiring Herceptin and ensure these are added (red team) - Update any changes on line and then send the completed form to pharmacy inbox plh-tr.PharmacyClinicalTrialsTeam@nhs.net & Jennifer.barritt@nhs.net ellieshepherd@nhs.net Lorna.cribb@nhs.net lucy.webber1@nhs.net karen.plumpton@nhs.net - Print an updated copy and place in A4 Poly pocket on whiteboard beside the printer in the main office.
8.0	References
9.0	List of Appendices
	N/A
10.0	Document Control
	All Work Instructions are stored on the shared research drive: G/Research Common/Training & Education/How To work instructions/

	Printed copies are not controlled and therefore may not be the current version of the document.
11.0	Training Record & Competency Assessment
	Records of the training and competency assessment for this work instruction shall be retained by the nominated educator for the staff group involved. All staff members have a responsibility to retain their own training records for continuing personal & professional development.
12.0	Monitoring Compliance and Effectiveness
	Team Leader to meet with Pharmacy monthly to discuss any recurring issues, errors or omissions to the drug request list. Where appropriate these issues will be highlighted on the risks & issues register.
13.0	Revision History
	Issue 1 – First issue
14.0	Managerial Approval

Name	Signature	Title	Date
Author			
Julie Pascoe			
Reviewers			
SMT			
Ben Hyams			