

Work Instruction	Booking Chemotherapy slots
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1.0	Purpose, Scope & Objectives
	This work instruction aims to outline the process for booking chemotherapy for patients attending Lyd ward to have their treatment. It is important that this is done in a timely manner so that patients, staff and all departments involved are aware of arrangements and things happen smoothly
2.0	Personnel & Responsibilities
	All staff
3.0	Background
	Taking part in a clinical trial will often mean that the patient is receiving treatment outside of standard of care. This may be a new drug, new treatment regime or new mode of drug delivery. The staff on the chemotherapy unit are on occasions not going to be familiar with the trial treatments being offered, therefore it is imperative that the clinical trials team take responsibility for planning, educating and organising the delivery of the trial treatment in a timely manner, keeping all involved fully informed.
4.0	Definitions
	N/A
5.0	Health & Safety

	N/A
6.0	Equipment & Documentation
	New Patient Chemotherapy Referral Form
7.0	Procedure
	<ul style="list-style-type: none"> - Find out from the clinician what treatment regime the patient is going to have. - Consider whether or not the patient is going to have chemotherapy quicker than the usual waiting time (eg. neo-adjuvant chemotherapy is usually given a slot quicker than adjuvant chemotherapy.) - Complete a New Patient Chemotherapy Referral Form (found G/Research Common/ Standard letterheads forms and labels/referral forms) giving as much detail as you can about the trial. If there is any potential for delay or any trial specifics that would be useful to the team please complete the 'other information' section. - E-mail the completed form to oncologychemotherapy@nhs.net and it will be picked up by a member of the chemo team and an appointment made. - It is good practice to follow the e-mail up with a phone call to ensure the referral has been made.
8.0	References
	N/A
9.0	List of Appendices
10.0	Document Control
	<p>All Work Instructions are stored on the shared research drive: G/Research Common/Training & Education/How To work instructions</p> <p>Printed copies are not controlled and therefore may not be the current version of the document.</p>
11.0	Training Record & Competency Assessment
	<p>Records of the training and competency assessment for this work instruction shall be retained by the nominated educator for the staff group involved.</p> <p>All staff members have a responsibility to retain their own training records for continuing personal & professional development.</p>
12.0	Monitoring Compliance and Effectiveness
	The team leader will meet with the sister on Lyd monthly to discuss any issues or matters arising. Issues will then be highlighted on the risks and issues register and discussed at the regular Friday meeting.
13.0	Revision History
	Issue 1 – First issue
14.0	Managerial Approval

Name	Signature	Title	Date
Author			
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