

Work Instruction	Running the research clinics in OPD
Version	Work Instruction 021 v1.0
Date	18 th October 2019
Review Date	2 years
Author	Julie Cunningham
Authorised by	Helen Smith

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>This instruction describes how to best facilitate the smooth running of the oncology trials research clinics.</p> <p>By ensuring the clinics are well organised the patient journey and experience is positive, everything required for the visit is completed and a productive relationship with the out-patient department is maintained.</p>
2.0	Personnel & Responsibilities
	All Oncology Clinical Trial Staff
3.0	Background
	<p>Research clinics run on a Monday, Tuesday, Wednesday & Thursday in the Oncology Out-patient Department.</p> <p>Oncology Clinical Trials should have two rooms allocated on all the above days, additionally 2 rooms are allocated on a Friday morning and 1 on a Friday afternoon so that research patients can still be seen in if necessary. Having two rooms available means that research staff can work alongside the registrars to see patients swiftly. Patients can be prepped, observations completed, and research questionnaires completed in anticipation of seeing the registrar. Whilst the registrar is seeing the patient the next patient can then be prepped, this ensures maximum</p>

	time efficiency for the patient, research staff and out-patients department.
4.0	Definitions
	OPD = Out-patient department NIC = Nurse in charge
5.0	Health & Safety
6.0	Equipment & Documentation
	Lockable notes trolley
7.0	Procedure
	<p>Pre-Clinic</p> <ul style="list-style-type: none"> - The healthcare assistants take the prepped trolley for that day's clinic appointments to the OPD prior to the first patient's appointment. (The trolley is lockable and if left unattended should be locked to ensure patient confidentiality and good notes management.) - The healthcare assistants take down the blood forms and central blood boxes for the clinic patients due to be seen that day. - The healthcare assistants double check the clinic rooms allocated to oncology clinical trials are the same as anticipated on the laminated sheet attached to the notes trolley. <i>(If there have been any changes to the room allocation then the healthcare assistant needs to inform the NIC.)</i> - Check the clinic rooms are prepped with the equipment needed for that day. (e.g. ECG machine, BP machine, SpO2, thermometer etc) - Check that the computer is switched on with access to In-Touch. <p>During Clinic</p> <ul style="list-style-type: none"> - Bring in the correct patient's medical notes into the clinic room and open at correct page ready for the Doctor to review. - Bring the patient into the clinic room and give him/her any trial related questionnaires to complete. Perform any required observations (e.g. weight, vital signs, ECG etc. If taking an ECG, get the patient and machine ready, if qualified to do so the healthcare assistant may complete the ECG). Record this information on the appropriate source data. - Collect, photocopy and give out new patient diary, if applicable. - If the patient has had bloods done prior to this visit, check they are printed out ready for the Dr to check and sign. If the patient is having bloods done at the visit, check all local and central blood forms are available and ensure the patient sees the phlebotomist to have the required samples take. - Hand patient over to the registrar or research nurse completing the trial visit. - Get the next patient ready in the second available clinic room in the same way as described above. - As each patient completes their visit it is important to clean the rooms in between patients, check that nothing has been left behind and notes are cleared away and correctly stored. - Throughout the clinic alternate the rooms the patients are being seen in until all patients have been reviewed by the Dr and clinic letters dictated. - In order to ensure ALL staff working in clinic for the day are cared for it is important to stay hydrated and take comfort breaks. Please check your colleagues are ok, offer tea, coffee, biscuits etc. (The NIC needs to ensure that they have oversight of what is happening in clinic for the duration of the shift and work as a team to facilitate good team

	<p>working)</p> <p>Post Clinic</p> <ul style="list-style-type: none"> - When the clinic has finished, ensure both clinic rooms and office is clean and tidy, switch off the computer and bring up notes trolley and equipment.
8.0	References
9.0	List of Appendices
	N/A
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
	All team members are responsible for highlighting problems in clinic to the NIC or team leader, these can be recorded on the research risk and issues register.
13.0	Revision History
	Issue 1 – First issue
14.0	Managerial Approval

Name	Signature	Title	Date
Author			
Julie Cunningham		Service Improvement Facilitator	
Reviewers			
Helen Smith			
Ben Hyams			