# Cancer Services – Commencing Treatments in Chemotherapy Day Unit (Including referrals)



Digital Health Quick Reference Guide

## This section of the Quick Reference Guide will explain how to:

- Order an anti-cancer therapy regimen.
- Complete the Referral to Chemotherapy Day Unit for anti-cancer therapy.

#### Order a regimen

- 1. Navigate to Orders and Referrals under the Table of Contents menu within the appropriate EMR encounter.
- 2. Click Add.
- 3. Open the **Oncology Regimens** or **Haematology Regimens** folder.
- Navigate through the folders to select the tumour stream.
- 5. Select the regimen.
- 6. "Add Regimen" window pops up:
  - a. The Intent of Therapy is mandatory, and defaulted where possible. If not defaulted, indicate the intent here.
  - b. Review the remaining fields. You do not need to define a date in this window.
  - c. Click OK.

Enter name to create sequence:			
Search:	🔍 🔍 Ad	vanced Options 🔍	Type: 👘 Inpatient
🏚 🚮 🚖 🔹 🖬 Fold	ler: Home Orders	Searc	sh within: All
Diagnostic Services Dx Tests Requiring Additional I Nurse/Midwife INITIATED Med Nurse Immuniser OP Referrals (New Appointme OP Reviews (Return Appointme OP Post-Discharge / Post-Op / Orclogy Regimens Haematology Regimens Haematology Regimens Physiotherapist Initiated Analg	Paper Requests dications nt) eent) Appointments gesia		
Enter name to create sequence:			
Search:		Advanced Options	Z TI
🔯 😭 🔹 🗀 Fol	der: Oncology Reg	imens Se	 earch
BREAST CRC (Colorectal) GU (Genitourinary) GYNAE (Gynaecological) LUNG SARCOMA UGI (Upper Gastrointestinal) Supportive Care			



## Why are there windows that I need to click through without entering data?

There are several places in the EMR where these "windows" are necessary to ensure data flows from one place to another. However, user inputs are not required as the response has been defaulted to streamline the workflow.





## Commence ONC/HAEM Referral to Chemotherapy Day Unit (CDU) PowerPlan

- 7. Click **Start** immediately beneath the ONC/HAEM Referral to Chemotherapy Day Unit (CDU) PowerPlan.
- 8. Add Plan window pops up.
- Click **OK.** You do not need to enter a date in the "Est. Start" field.
- 10. Optional checkboxes:
  - a. REFERRALS:
    - i. Allied Health: If required, tick the checkboxes adjacent to the corresponding order.

For the Allied Health referrals, an approved, relevant order details have been prepopulated. You do not need to edit this order if the information is correct. If you wish to edit the referral, Right click on the order > Modify, and select or enter the relevant details.

- b. PATHOLOGY:
  - A panel of frequently ordered prechemotherapy pathology has been preselected.
     Additional, commonly requested pathology has also been listed. Tick and untick pathology as required.
- c. RADIOLOGY:
  - i. PICC/Portacath insertions: If required, tick the checkboxes adjacent to the corresponding order.

**▼** Re ONC - FOLFOX6 (8 cycles) (Pending) Ordered as: ONC CRC Metastatic - FOLFOX6 (8 cycles Show additional details O Document Response Wiew Response ment for metastatic colorectal cancer is 8 cycles. Then, p ribe ONC CRC - de ( nt for adjuvant colorectal cancer is 8 cycles phageal cancer and advar metastatic gastric and gastro X6 - Cycle 'Est. Start Da ONCP - FOLFOX6 - Cycle 2 Est. Start Date: 1 ONCP - FOLFOX6 - Cycle 3 Est. Start Date: ' ONCP - FOLFOX6 - Cycle 4 ONCP - FOLFOX6 - Cycle 5 Est. Start Date: \*\* Est. Start Date: \*\* ONCP - FOLFOX6 - Cycle 6 \*Est. Start Date: \*\*/ ONCP - FOLFOX6 - Cycle 7 "Est. Start Date: "" ONCP - FOLFOX6 - Cycle 8 \*Est. Start Dat Ext

😰 Tingfive, Fai MR - Add Plan

ONC/HAEM Referral to Chemotherapy Day Unit (CDU)

Confirm ONC/HAEM Referral to Chemotherapy Day Unit (CDU	) Start Date/Time	
19/06/2023 • V 1235 • AEST		
onfirm Phase Action		
onfirm Phase Action Phase	Start Date/Time	Action

So So ♣ Add to Phase ▲ Check Alerts Comments Start: 19/06/2023 12:35 ... Duration: None ...

14		Component	Status	Dose	Details
IC/HAE	M Re	eferral to Chemotherapy Day Unit (CDU) (Initiat	ted Pending)		
	3	REFERRALS			•
80 😒	0	Chemotherapy Day Unit (CDU) Referral			
	Ø	Social Work (SW) IP Referral			Therapeutic Support (Bereavement, etc), Discharge Likely > 72 Hours, Clin Call Back 59154, Oncology, Initiated at referral for co
		Diabetes Nurse Educator (DNE) IP Referral			Other (Add Order Comment), Discharge Likely > 72 Hours, Clin On steroids for chemotherapy +/- existing diabetes
	٩	For pre-existing malnutrition risk or seve	re nutrition relat	ted symptoms	
		Dietitian IP Referral			Therapeutic Diet Education (PIs Specify), Discharge Likely > 72 Hours, Clin Call Back 59154, Oncology, Initiated at referral for co
	٢	PATHOLOGY			\$
	Ø	Full Blood Examination (FBE)			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bloods, Clin Call Back: 59154
		Urea, Electrolytes and Creatinine (UEC)			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bloods, Clin Call Back: 59154
		Liver Function Tests (LFTs)			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bloods, Clin Call Back: 59154
		Calcium, Magnesium & Phosphate (CMP) Level	s Blood		Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bloods, Clin Call Back: 59154
		Glucose Level Blood Random (RBG)			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bloods, Clin Call Back: 59154
		Cortisol Level Blood			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bl Collect at 08:00AM
		Thyroid Function Tests (TFTs)			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bl Collect 2 days prior to the next cycle
		Hepatitis B Core Antibodies			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bloods, Clin Call Back: 59154
		Hepatitis B Surface Antibodies (SAb)			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bloods, Clin Call Back: 59154
		Hepatitis B Surface Antigens (SAg)			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy Bloods, Clin Call Back: 59154
	17	Hepatitis C Antibodies			Collect Now, Spec Type: Blood, URGENT - Pre-Chemotherapy





## What is the workflow for CVAD insertions?

CVAD requests are also expected to be completed by the referrer in Phase 2.1. This is because Radiology requires the order to be initiated by a clinician. Phase 2.1 workflow is as follow:

- 1. Clinician places the CVAD order on EMR (typically via the "ONC/HAEM Referral to Chemotherapy Day Unit (CDU)" PowerPlan.
- 2. Radiology receives the referral with the relevant clinical information. Radiology does not schedule the request at this point.
- 3. CDU nursing staff reviews the CDU Referral Powerform, notices that the patient requires CVAD insertion. Checks and ensure the patient has the correct EMR referral order.
- 4. CDU nursing staff schedules the patient for CVAD insertion and notifies Radiology so Radiology will schedule the same patient on their end.

< 1

#### 11. Click Orders for Signature

- 12. Chemotherapy Day Unit (CDU) Referral Powerform opens.
- 13. Complete the form as required (mandatory fields are marked yellow).
- 14. Click the green tick 🔨 to submit the CDU Referral Powerform.

16/2023				By: Cernertest, Medi
Chemotherapy Da	y Unit (CDU) Refer	ral		
. Contact Details (Ensure t	correct contact deails are re	corded)		
Fingfive, Fai MR IRN: DOB: 31/12/1940 Sex: Ma fome address: Western General H fome Phone: Mobile Phone:	spital, 160 Gordon St, Footscray 301	1, Australia		
referred contact person	C Self C Other: Specify	Name of preferred contact		
		Relationship with patient		
referred contact number	C As Above C Other Specify	Specify Contact Number		
nterpreter Required?	C Yes C No	Preferred language		
. Patient & Treatment Deta				
cog	C 0 - Fully active	Height		cm
	2 - Ambulatory and capable of all self-ca     3 - Capable of only limited self-care	ONC/HAEM Dosing		kg
	4 - Completely disabled     5 - Dead	Weight		
		Health Cover	C Private C	Public
istory				
sac sugions	Reference Sta			
	Primary Site	Stage		
agimen				
	Intent O Curative O	Pallative O Trial		
	Category C Cet 1: within 2 worki C Cet 2: within 7 calen C Cet 2: within 14 cale C Cet 0 ther: 15 or more	ing days (CALL COU) Reason idar days indar days e calendar days		
	If Cat 1, 2, or Oth	ner, provide reason.		
	Written or Online Application Authority Drug	for PBS Complex	C Yes C	N/A
	The following will be provided	I to the patient during this vi	sit:	
	<ul> <li>Pathology Required</li> </ul>	uest Form	O Yes O	N/A
	Pre-medication	ns prescription	O Yes O	N/A
	Written inform	ation/education	C Yes C	N/A
ertility preservation	Does the patient require ferti	lity preservation measures?	Yes O	No dinician is to
	2.1. Additional treatment info	ormation and comments		
	E.g. Preference for a particular weekday for treatment, or days to avoid treatment booking			
	2.2. Treatment regimen varia	tion		
	Is there any variation from st protocol (as per eviQ or auth	tandard WH orised variations)?	C Yes C	No
	Non-standard protocol detail: 1. Explain Reason 2. Fil in Drug Details	5		
	Have the supporting docume submitted to CDU?	nts been	O Yes O	N/A
	Is there any variation from st (e.g. 25% dose reduction)?	tandard dosing	C Yes C	N/A
	Variation from standard dosi details provide drug name, dose, total dose, frequency and number of cycles	ng		
	2.3. Other Treatment Informa	ation		
	Is the patient pre or post-sur	rgery? O PreSurgery O Po	et-Surgery C N/A	
	Procedure			
	Date of Pro	cedure		



## CDU Referral Powerform

The "Chemotherapy Day Unit (CDU) Referral" Powerform mimics the paper CDU referral form. To highlight some changes:

- Documenting ECOG here will propagate to the rest of the EMR.
- Documenting ONC/HAEM Dosing Weight will propagate to the rest of the EMR.
- Wherever there are free text fields, there are no restrictions on what can be entered. This applies to "Date of procedure" under "2.3. Other Treatment Information" since the exact date is not always readily available.
- A new section called "Fertility preservation" has been added as a reminder. Indicating "Yes" will not automatically generate a referral.
- The Referral to Allied Health section on the Referral form has been relocated from the Referral PowerForm. See steps above.
- Response to "CVAD insertion required" does not automatically generate an EMR referral. See steps above.
- Response to "Elective admission post chemotherapy required" does not automatically generate an Elective admission request. Refer to the Elective admission request workflow at the time of referral.
- There is a new "Acknowledgement" section to be made at the time of referring to the CDU. There is a free text section to enter additional discussion made during the consultation. E.g., other complications discussed with the patient.
- There is a new "For Fellows and Registrars, please indicate the Consultant the treatment was discussed with:" section where the referrer can search, and record the consultant the CDU referral is discussed with. Search with the format "Last name, First name".

## What happens after the CDU Referral powerform is submitted?

Once the Referral to CDU PowerForm is submitted, a message will be sent to the CDU. The message lets the CDU staff know that a referral has been made for patient Mr. X, the regimen, and the category. The CDU staff will open the patient's EMR chart to review the complete referral form.

## Order a regimen (Continued)

- 15. Complete the Pathology request "Clinical history" window, click **OK.**
- 16. Review the orders.
- 17. Click Sign and complete the authorising process.
- 18. Refresh the screen to review and confirm the orders

Baseline and 3 monthly Gated Blood Pool Scan (GBPS) required.	
ONC/HAEM Referral to Chemotherapy Day Unit (CDU)	Start Date: 11/01/2023 13:: Repeat
ONCP BREAST Adjuvant - TCH (DOCEtaxel, cARBOplatin + trastuzumab) C1 - Cycle 1	"Est. Start Date: ""/""/""" Skip
ONCP BREAST Adjuvant - TCH (DOCEtaxel, cAREOplatin + trastuzumab) C2-6 - Cycle 2	*Est. Start Date: **/**/****
ONCP BREAST Adjuvant - TCH (DOCEtaxel, cARBOplatin + trastuzumab) C2-6 - Cycle 3	"Est. Start Date: ""/""/"""
ONCP BREAST Adjuvant - TCH (DOCEtaxel, cARBOplatin + trastuzumab) C2-6 - Cycle 4	"Est. Start Date: ""/**/"""
ONCP BREAST Adjuvant - TCH (DOCEtaxel, cARBOplatin + trastuzumab) C2-6 - Cycle 5	"Est. Start Date: ""/**/****
ONCP BREAST Adjuvant - TCH (DOCEtaxel, cARBOplatin + trastuzumab) C2-6 - Cycle 6	*Est. Start Date: **/**/****
ONC BREAST Adjuvant - TCH (DOCEtaxel, cARBOplatin + trastuzumab) (18 cycles)	
ONC/HAEM Referral to Chemotherapy Day Unit (CDU) 11/01/2023	
OHC/HAEM Referral to Chemotherapy Day Unit (CDU)	
plan matches the protocol.	





This section of the Quick Reference Guide will explain how to:

• Complete a Referral to the Chemotherapy Day Unit for non-chemotherapy procedures.

#### **Definitions:**

- "Non-chemotherapy procedure" refers to the following:
  - Iron infusion
  - Venesection
  - Bone marrow aspirate and trephine (BMAT)
  - Blood transfusion
  - PleurX drain management
  - Portacath/PICC Dressing
  - Portacath/PICC Flush

## Order non-cancer therapies to commence in Chemotherapy Day Unit

- 1. Navigate to Oncology/Haematology View, select ONC/HAEM mPages.
- 2. Click on ONC/HAEM Quick Orders.
- 3. Navigate to the "CDU Referrals & Procedures" folder.
- 4. Select an order (or orders) listed within the folder.
- 5. Click on the Orders For Signature icon 🔤 🚺.

Tingfive, Fai MR 🗵				← List → 🚞 Recent ▼ MRN	Q, 👻
Tingfive, Fai MR Allergies: Allergies Not Recorded Alerts: Not Recorded	Resus Status:	Sex:Male DOB:31/12/1940 Age: 82 Years <b>Weight</b>	Clinical Unit: Oncology Loc:zzS1ECDU; zzRm 01; zzWaiting Room Inpatient (30/11/2022 10:11:00 to <no -<="" th=""><th>UR:2000091 Clinician:Greenberg, Sally - SMO Discharge date&gt;] Medicare:3710 31195 1-1</th><th></th></no>	UR:2000091 Clinician:Greenberg, Sally - SMO Discharge date>] Medicare:3710 31195 1-1	
Menu ¥	<li></li>			💱 Full screen 🗧 Print 🍫 0 min	
Patient Information	ONC/HAEM mPages ONC/HAEM Slowsheet Transment Calendar	Sabrile Neutropenia			
Medical Officer View	one main ages over main howsited meaning calendar	reune recuropena			
Outpatient View	A 🗎 🖶 🔍 🔍 100% 🔹 🖨 🖓				
Outpatient Paediatrics View	ONC/HAEM Workflow × Cancer MDM	× ONC/HAEM Quick Orders × Treatment Dosing × *	+	🖬 🖣 🗣 🔍 🦯	≡•
Incology/Haematology View Results Review	Inpatient Discharge Prescriptions All				
Orders and Referrals + Add MAR MAR Summary Medication List	Porty Poblem This Visit (0)		Tablet. TDS, PRN for nausea / von ondansetron 4 mg oral Oral, Tablet. Dispersible. Ti tabl(s) ondansetron 8 mg oral Oral, Tablet. Dispersible. El	CDU Referrals & Er	^
Documentation + Add			proCHLORPERazine 5 m	DNC/HAEM Blood Transfusion - Referral to	
Continuous Notes	Chronic (0) Record "No Chronic Problems"		Tablet, TDS, PRN for nause	DU Blood Transfusion, Sunshine, (Specify intended number	4
Notes + Add	Historical (0) Show Previous Visits		⊿ Gastro-intestinal     docusate-senna (senno	f treatments here)	•
Interactive View and Fluid Balance			tablet 2 tab(s), Oral, Table	DNC/HAEM Bone Marrow Biopsy - Referral to	-
Activities and Interventions			tab(s) Monicol and poundar for	DU Bone Marrow Biopsy, Sunshine	
			- 2 sachet(s), Oral, Sachet,	DNC/HAEM Iron Infusion - Referral to CDU Iron	
Observation Chart			each sachet in 125mL of wa	nfusion, Sunshine	
Allergies/Sensitivities + Add			capsules at the onset of dia	DNC/HAEM PleurX Drain - Referral to CDU PleurX	
Dx, Problems/Alerts			each loose stool. Max 8 cap	rain, Sunshine, (Specity intended number of treatments	
Dx, Current Procedures			pantoprazole 20 mg ora	ere)	
Form Browser			Tablet, Enteric-Coated, dail	DL Pastarth (NCC Dressing - Referrance	
Case Conference/Discharge Plann			Rehl(s) 5	NC/HAEM Dortacath/DICC Eluch - Reformal to	
Care Plan Summary			paracetamol 500 mg or	DIL Bartarath/DICC Flush Sunshing	
Growth Chart			QID, PRN pain, Qty: 100 tal	NC/HAEM Venesection - Referral to	
Histories			hourly, PRN pain, Qty: 20 b	DI Vanasaction Sunshina (Spacify intended number of	
Immunisation			⊿ Mouthcare	reatments here)	
MultiMedia Manager + Add			Peter MacCallum Mouth sachet(s), Oral, Mouthwash	A For non-FMR regimens	
GP View			soreness / pain, Dissolve po	NONC/HAEM Referral to Chemotherany Day Unit	
My Health Record			and gargle as a mouthwash lidocaine (lignocaine) 2	(CDU) ONC/HAEM Referral to Chemotherapy Day Unit	1
Pregnancy Summary Report			mL, Oral, Gel, QID, PRN mc	CDU)	5
Research			Administer before meals; ca		
Referrals View			△ Anticoagulants	Oncology Combined Modality OP Review	~
Annointments					





- 6. Click Modify Details.
- 7. Select the order(s).
- 8. Provide additional information in "Booking Instructions". E.g., Four weekly taps.
- 9. Click Sign. Complete the authorising process.
- 10. Click Refresh.

#### What happens after the non-chemotherapy orders have been placed?

The CDU staff will review the Referral order and schedule the patient accordingly. Ensure adequate treatment details are included in the referral order to allow the CDU staff to book the patient.



## What happens if the CDU is unable to accommodate the request?

Depending on the therapy ordered, CDU may refer to the Medical Day Admissions Unit (MADU). Please note that MADU accepts paper referrals and paper orders. The ordering clinician/unit responsible may be contacted to submit additional paperwork for the treatment to proceed in MADU.

