

Cancer Services – Pharmacy Action Card for EMR Downtimes

Pre Downtime

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| | Run the Treatment Planning Report for the duration of the downtime to assist with treatment planning and handover |
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Treatment Orders

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| <i>For treatments during a Planned Downtime</i> | |
| | Review the intended treatment cycle on EMR and verify |
| | Review the prescribed treatment orders on: <ul style="list-style-type: none"> AD 275.18 Chemotherapy Drug Chart for pre-printed regimens, OR AD 275.0 - Western Health CHEMOTHERAPY DRUG CHART - PLAIN for other regimens |

During Downtime

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| | Patient Lists can be printed from the 724 Access Appointment Search List for patients within the Oncology/Haematology Day Unit for the current or upcoming day |
| | Pharmacy Anti-Cancer Treatment Referral Check, Pharmacy Treatment Modifications and Pharmacy Oral Chemotherapy Checklist are documented on the relevant paper forms <i>NOTE:</i> Previous Pharmacy Anti-Cancer Treatment Referral Check and Pharmacy Treatment Modification documentation are viewable on the DTV. These select documents do not have a 7 day expiry. |
| | Allergies will be visible on the front page of the printed downtime patient file, every page of the printed downtime MAR and the paper chemotherapy drug chart. Ensure allergy changes are made on all of these |
| | Pathology / Radiology Results – Historical results (up to last 7 days) can be viewed in DTV |
| | Prescription pads will be provided by the Nurse in Charge. Ensure the red medical copy is kept in the patients' file and sent to Medical Records for scanning |

Treatment Orders

| <i>Activated Regimen Cycle</i> | | |
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| | If treatment modifications are <u>not</u> required | <p>No immediate action is required for the CDU Medical Officer The printed downtime MAR is NOT to be faxed or photocopied</p> <ul style="list-style-type: none"> • Review orders using the DTV • Crosscheck the manufactured/out-sourced product with the orders on the Downtime MAR (final check sign-off) |
| | If treatment modifications are required | <ul style="list-style-type: none"> • The printed downtime MAR is NOT to be altered. The medication is to be completely ceased on the printed downtime MAR. • All new or modified* medication orders will be prescribed onto: <ul style="list-style-type: none"> ○ AD 275.18 Chemotherapy Drug Chart for pre-printed regimens, OR ○ AD 275.0 - Western Health CHEMOTHERAPY DRUG CHART - PLAIN for other regimens <p>*Any modifications to treatment doses, pre-medications, pre- or post-hydration require the regimen in its entirety to be recharted on the applicable paper chemotherapy drug chart.</p> <ul style="list-style-type: none"> • Review new or modified orders on the paper chemotherapy drug chart <ul style="list-style-type: none"> ○ Paper chemotherapy drug charts are to be stamped with the “dispensing” stamp (on the original copy if possible) and initial and date with the designation “BPharm” if all clinically appropriate information is available ○ Crosscheck the manufactured/out-sourced product with the paper treatment chart (final check sign-off) |

| <i>Non-Activated New Regimen Cycle prescribed during Downtime</i> | | |
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| | | <ul style="list-style-type: none"> • Review orders on the paper chemotherapy drug chart <ul style="list-style-type: none"> ○ Paper chemotherapy drug charts are to be stamped with the “dispensing” stamp (on the original copy if possible) and initial and date with the designation “BPharm” if all clinically appropriate information is available ○ Crosscheck the manufactured/out-sourced product with the paper treatment chart (final check sign-off) |

Day of Uptime

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| | Review the printed downtime MAR and/or paper chemotherapy drug chart to determine if any modifications or new orders have been made to the current cycle |
| | Transcribe into the EMR any Pharmacy Anti-Cancer Treatment Referral Checks and Pharmacy Treatment Modifications documented on paper during the downtime |
| | Reconcile Allergies on the printed downtime MAR and/or paper chemotherapy drug charts to the EMR |
| | Inform the Nurse in Charge and document checks on the transition checklist |

For down-time LESS than 24 hours:

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| | Double check the orders on the EMR exactly match the printed downtime MAR and/or paper chemotherapy drug chart |
| | Double check the back entry of medication administration by Nursing is correct |
| | Strikethrough each order on the paper drug chart with a highlighter to indicate that the medication has been reviewed |

For down-time GREATER than 24 hours:

Perform the actions listed in “For down-time LESS than 24 hours” section for the *last 24 hours* of the downtime. For example, if there was a 7-day downtime, only retrospectively enter the last 24 hours.

In the event of an extended downtime, the EMR Incident Commander and Executive Management, in consultation with the Oncology Head of Unit, will assess if retrospective entry is required beyond this point.

If retrospective entry is *NOT* to occur, the minimum actions include:

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| <i>Activated Regimen Cycle</i> | |
| | Double check the orders on the EMR exactly match the printed downtime MAR and/or paper chemotherapy drug chart |
| | Double check the back entry of medication administration by Nursing is correct |
| | Strikethrough each order on the paper drug chart with a highlighter to indicate that the medication has been reviewed |

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| <i>Non-Activated Regimen Cycle</i> <i>New Regimen Cycle prescribed during Downtime</i> | |
| | Ensure the Cycle or Day(s) of Treatment that has been administered on paper during downtime has been skipped correctly |
| | Strikethrough each order on the paper drug chart with a highlighter to indicate that the medication has been reviewed |