1. The Chemotherapy and Biotherapy Administration policy for Nursing and Pharmacy was revised to incorporate the recommendations from ASCO/ONS for safe administration of chemotherapy.

2. Two checklists were created. The first is completed at the time the order is received by the RN to ensure that all required elements were present. The second checklist is required elements were present. The second checklist is completed each time chemotherapy was administered.

3. A chemotherapy order template was created to help ensure the physicians to include all required elements in the chemotherapy order for use if a pre-printed order set was not available.

4. Key stakeholders including RN staff, pharmacy and physicians received training.

5. Audits of completed checklists were initiated in September, 2013.

**REFERENCES**


- In 2009, The American Society of Clinical Oncology (ASCO) and the Oncology Nursing Society (ONS) published guidelines for safe administration of oral and parenteral chemotherapy in the ambulatory setting.

**THE PROCESS**

1. The Chemotherapy and Biotherapy Administration policy for Nursing and Pharmacy was revised to incorporate the recommendations from ASCO/ONS for safe administration of chemotherapy.

2. Two checklists were created. The first is completed at the time the order is received by the RN to ensure that all required elements were present. The second checklist is completed each time chemotherapy was administered.

3. A chemotherapy order template was created to help ensure the physicians to include all required elements in the chemotherapy order for use if a pre-printed order set was not available.

4. Key stakeholders including RN staff, pharmacy and physicians received training.

5. Audits of completed checklists were initiated in September, 2013.

**DISCUSSION**

- Chemotherapy ordering and administration is a high risk and high volume activity in our center and we will continue to audit our adherence to the national guidelines.

- Tools in the form of checklists aid in the safety of chemotherapy processes.

- Future plans include the automation of the checklist to ensure it becomes a permanent part of the patient EMR.

- Excel chemotherapy order templates have been developed by Pharmacy for most standard chemotherapy regimens.

- A chemotherapy template that includes all order requirements has been developed for salvage chemotherapy.