

CHEM7.2011 Administer oral anti-cancer therapy

OVERVIEW

This standard covers the initial or single administration of oral anti-cancer therapy to patients. It includes checking the treatment drugs against the prescription and patient information, administration of the medication and education of the patient/carer with regard to side effects and lifestyle. This standard applies to each administration episode. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 2

KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

1. national, regional and local guidelines for:
 1. anti-cancer therapy, the selection of appropriate treatment and intended outcomes
 2. consent to anti-cancer therapy, including clinical trials
 3. the safe handling, storage, administration and disposal of anti-cancer therapy drugs and equipment
 4. medicines management
2. national guidelines for the Control of Substances Hazardous to Health (COSHH) including spillage and their application in anti-cancer therapy
3. local guidelines for:
 1. infection control and their application in anti-cancer therapy for the appropriate regimen
 2. waste disposal
 3. patient records, their storage and confidentiality of information
 4. risk management and adverse incidents
4. the symptoms associated with malignant disease and its progression
5. the medical terminology relevant to the treatment
6. the signs and symptoms of the patient's physical and emotional status
7. the psycho-sexual and body image issues associated with anti-cancer therapy
8. the range of information which should be made available to the patient and/or carer that is appropriate to their personal requirements
9. the treatment of malignant disease
10. the mode of action, the side effects of anti-cancer therapy, how to recognise them and the appropriate treatment regimens
11. drug calculations appropriate to procedure
12. the normal parameters for routine investigations in relation to administering oral anti-

- cancer therapy
13. how to recognise, respond to, manage and prevent hypersensitivity
 14. the roles and responsibilities of other team members, associated professional and agencies in relation to administering oral anti-cancer therapy
 15. the limits of one's own knowledge and experience and the importance of not operating beyond these
 16. the importance of clear communication
 17. the common medication errors related to anti-cancer medicines and the strategies used to minimise these

PERFORMANCE CRITERIA

You must be able to do the following:

1. greet and accurately identify the patient
2. introduce yourself and any colleagues involved in the procedure to the patient and/or carer
3. read the patient's notes, prescription and relevant regimen protocol and identify any special instructions, investigations including abnormal blood test results, or issues for which you need to seek advice
4. review the patient's history since their last attendance including toxicity assessment
5. evaluate the patient's ability to take medication orally and respond appropriately
6. ensure that the appropriate consent procedure has been completed and determine whether or not the patient is willing to proceed
7. explain the treatment and potential side effects and their management to the patient and/or carer and accurately answer any questions at a level and pace that is appropriate to:
 1. their level of understanding
 2. their culture and background
 3. their preferred ways of communicating
 4. their needs
8. check that the patient and/or carer understands the treatment to be given and any potential side effects together with their management
9. ensure the patient is comfortable and has a suitable drink, if required
10. check the environment and equipment to ensure that everything is properly prepared for the procedure, including the availability of emergency kits
11. check the treatment drugs against the treatment plan, protocol, regimen, prescription and patient information with regard to the following (and take action if any of the following are abnormal):
 1. patient's identification on prescription and on labelled drugs
 2. the date the drugs are due to be administered
 3. critical test results
 4. regimen and individual drug identification
 5. the drugs' fitness for administration (assessed by expiry date/time, appearance and correct storage condition)
 6. diluents and dilution volumes as per prescription
 7. individual dose

- 8.administration route and time of retention
- 9.cycle number
- 10.the administration as per the schedule within the cycle
- 12.ensure supportive drugs have been prescribed and administered at correct time intervals
- 13.undertake a final check of the treatment drugs against the prescription and the patient's identity before administration
- 14.undertake the procedure according to national, regional and local anti-cancer therapy guidelines
- 15.ensure the medication has been taken correctly and sign the prescription following administration
- 16.monitor the patient for indications of discomfort or any allergic or hypersensitive reactions and act appropriately
- 17.maintain communications with the patient and/or carer and respond to any questions
- 18.dispose of all contaminated waste according to local guidelines
- 19.return any unused drugs to the pharmacy according to local guidelines
- 20.record the details of the treatment in the patient's notes, prescription and patient held records, as appropriate, according to local guidelines
- 21.communicate with appropriate professional colleagues as required by local guidelines
- 22.recognise when you need help and/or advice and seek this from appropriate sources

ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health. There are additional NOS on the Skills for Health website relating to Assessing an individual for anti-cancer therapy, Providing ongoing care and support for individuals during their treatment cycles and Prescribing anti-cancer therapy. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: HWB7 Interventions and treatments