

Supervised Administration Record

Cytotoxic Chemotherapy Intravenous Administration – Infusion

C – competent

The practitioner can Administer by infusion Cytotoxic Medication safely via the Intravenous route and discuss complications and ongoing care

For each supervised practice the appraiser must

Minimum level

Supervised Assessments

1. Legal and Ethical Issues.

		Date					
Demonstrates an understanding of their accountability and responsibility in relation to Cytotoxic Chemotherapy administration according to their governing body.	C						
Hand hygiene as per infection control guidelines was maintained through out procedure	C						

2. Pre-administration assessment

Review of treatment order	C						
Ensures availability of prescribed and dispensed chemotherapy agents	C						
Performs appropriate procedure for correctly identifying patient	C						
Assesses patient perceptions/history including toxicity assessment	C						
Able to identify contraindications and/or pre-treatment monitoring requirements for prescribed treatment.	C						
Uses appropriate patient strategy for reduction of anxiety, increase of understanding and encouragement of compliance	C						
Communicates with patient proposed plan of care & obtains informed consent	C						
Ensures suitable venous access available and selects appropriate route for administration as per local policy.	C						
Demonstrates appropriate selection and preparation of treatment environment and equipment including access to and functionality of emergency equipment. <ul style="list-style-type: none"> • Clear access to patient of emergency equipment and staff • Vital signs monitoring equipment available • Stable decontaminated treatment platform (i.e. trolley etc.) • Protective equipment available. (nitrile powder free latex free gloves, eye protection, plastic apron) • Decontaminated Drip stand and patent volumetric pump (if required) • Cytotoxic extravasation and spill kits accessible • Eyewash kit or facility available • Cytotoxic waste disposal containers accessible at point of contact 	C						
Offers patient the opportunity to attend to comfort needs before administration	C						

		Date					
3. Administration preparation							
Assemble necessary equipment <ul style="list-style-type: none"> High sided plastic tray (decontaminate as per infection control guidelines) Intravenous administration set (Appropriate for the agent being administered) Priming Intravenous fluid compatible to drug being administered Appropriate sterile pack containing absorbent sterile field and 7.5cm x 7.5cm sterile gauze squares. Chloroprep wipe as per infection control guidelines Prescribed and dispensed Cytotoxic drugs for IV infusion. (Ensure that the fluid to be infused is at room temperature by removing from the refrigerator at a reasonable length of time before administration). 	C						
Attach primed set to patient's venous access device as per local infection control guidelines ensuring it is safely secured	C						
Confirm patency of patient's venous access. The following methods must be utilised in order of listing for peripheral venous devices. <ol style="list-style-type: none"> gravity flashback method syringe negative pressure method venous compression/drip flow method (not suitable for administration of vesicant drugs.) For Central Venous Access Devices blood withdrawal should be used. Some CVAD will be patent but blood withdrawal will not be achievable, if there is doubt of whether a device is patent expert advice should be sought. If doubt persists following expert review alternative access must be utilised.	C						
4. Patient/Treatment Confirmation							
Adheres to Trust Medicine Policy	C						
5. Administration Technique							
Ensures appropriate protective clothing worn as per agreed Cytotoxic policy guidelines	C						
Confirms patency and safety of connections on the intravenous administration set.	C						
Administers medication in prescribed order i.e. pre-medication then intravenous vesicant bolus etc.	C						
Ensure infusion is halted (volumetric pump (if utilised) paused or off) and clamp of IV administration set is closed. Ensure venous access clamps proximal to the connection closed.	C						
Arrange Cytotoxic infusion container lying flat in high sided plastic tray prepared for connection.	C						

		Date					
Remove fluid container from intravenous administration set and dispose of appropriately. If connecting continuous infusion via ambulatory pump then remove existing intravenous administration set.	C						
6. Termination of procedure							
Documents episode of care in an appropriate manner conforming with NMC guidelines for records and record keeping.	C						
Ensure appropriate level and avenues of communication utilised to communicate necessary information to other MDT and/or other health care professionals.	C						
Ensure patient aware that therapeutic interaction has been completed and adequate follow-up arrangements are activated.	C						

Please sign and print name for each entry

Supervised Administration No. 1		Date	
Supervisor comments			
Administrator Comments			
Supervised Administration No. 2		Date	
Supervisor comments			
Administrator Comments			
Supervised Administration No. 3		Date	
Supervisor comments			

Administrator Comments		
Supervised Administration No. 4		Date
Supervisor comments		
Administrator Comments		
Supervised Administration No. 5		Date
Supervisor comments		
Administrator Comments		