

## **Validation of Individual Approved Chemotherapy Regimens**

### **Step 1**

An oncology pharmacist will produce a prescription form for the approved protocol.

### **Step 2**

The prescription form will be checked against the approved protocol by a second oncology trained pharmacist.

### **Step 3**

An oncology prescribing order set will be built by trained pharmacy staff, using the previously produced prescription form and chemotherapy method sheets. This order set will be inactive until final checking has taken place. (Step 6)

When a drug is required that has not been previously registered on the computer system, drug registration must be carried out by a member of the recognised pharmacy registration team.

### **Step 4**

A first line technical check will be carried out by a senior oncology technician/oncology pharmacist using the order set checking sheet.

### **Step 5**

The prescribing order set will be checked for accuracy by an oncology pharmacist and amendments made if necessary by the person originally entering the order set.

Step 4 - 5 will then be completed again as necessary.

### **Step 6**

On satisfactory completion of steps 1-5 the order set will be released for prescribing by an oncology pharmacist.

### **Step 7**

A copy of the worksheet produced from the first prescription using the new order set (minus patient details) will be kept with the validated order set and prescription.

## **Amendments to order sets**

If order sets are superceded due to amendments AFTER activation this must be fully documented and the above procedure implemented. Superceded copies must be kept for audit purposes.