

## Provincial Guideline for Using Chemotherapy Pre-Printed Orders (PPOs)

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### **Overview:**

Chemotherapy Preprinted Orders (PPOs) are protocol specific order forms on which a standard chemotherapy order is pre-printed. PPOs help to simplify and standardize the ordering process of chemotherapy and mirror chemotherapy orders that are used in ARIA, an electronic clinical documentation system.

PPOs can only be completed by Authorized Prescribers of chemotherapy. The Authorized Prescriber has the ultimate responsibility for the PPO and is signed by the Authorized Prescriber prior to implementation.

PPOs developed by the Provincial Cancer Care Program are developed with input and collaboration between oncologists, pharmacists, nurses and managers throughout the Program. There was extensive consultation during template development with Eastern Health's Regional Forms, Nursing Pharmacy and Pharmacy and Therapeutics Committees. The Provincial Cancer Care Program is responsible for the approval and updating of all Cancer Care Program PPOs using the approved template.

### **Standardized Information in PPOs:**

PPOs currently on the Cancer Care Program's website are intended for adult oncology patients. PPO development has started with the GI Site and eventually will cover all disease sites and include:

- full generic name of medication
- regimen name
- diagnosis
- intent of treatment
- cycle duration
- prompts to identify allergies

- prompt for planned administration dates
- criteria for proceeding with treatment
- route/duration and dosage of pre-medications and chemotherapy medications
- pre and post hydration orders where applicable

### **Procedure:**

- PPOs can only be completed by Authorized Prescribers of chemotherapy. The Authorized Prescriber has the ultimate responsibility for the PPO and is signed by the Authorized Prescriber prior to implementation.
- PPOs are designed to be used on demand; they should NOT be printed for use at a later date. The Eastern Health website (Cancer Care Program - For Health Care Professionals section) or Eastern Health physician's portal (EH physicians would have access) should be accessed each time to print a PPO; this ensures the Authorized Prescriber is using the most up to date version of the PPO.
- Authorized Prescribers must document:
  - Patient specific information:
    - name and one unique identifier;
    - height, weight, and body surface area;
    - allergies;
    - calculated dose for each chemotherapy medication.
  - Appropriate pre-medications, chemotherapy and hydration orders as applicable.
  - Dose reductions must be completed as appropriate.
  - Authorized Prescriber name (printed), signature, identification number and date at the bottom of EVERY PAGE.
- Authorized Prescribers must ensure completed PPOs are placed on the patient record.

### **Important Points:**

- Each PPO has been assigned a unique identification number, clearly labeled page number and most recent revision date.
- PPOs will be reviewed yearly by the oncology informatics pharmacist in collaboration with the Provincial Program Manager. Additionally, when chemotherapy protocols are updated in ARIA, there is a process in place whereby chemotherapy letters and PPOs will be updated simultaneously.

### **Medications:**

- Medications listed in the PPO are directed for the hospital or community pharmacy. Individual sites must ensure hospital pharmacies receive the PPO or

copy. When patients require oral medications from the community pharmacy they must be given a copy of the PPO and advised to get the prescription filled.

- Post chemotherapy anti-emetic medications will need to be prescribed as necessary

### **Disclaimer:**

There is a disclaimer at the bottom of each PPO that advises that the Authorized Prescriber is:

- Solely responsible for the chemotherapy order.
- Responsible for ensuring that the most up to date version is being used.

### **Definitions & Acronyms**

<b>Authorized Prescriber</b>	An Authorized Prescriber is a person who is entitled to prescribe chemotherapy drugs under the laws of the province and under the regulations of their discipline specific Regulatory Body
<b>PPO</b>	Pre-Printed Order

### **Linkages:**

- Eastern Health, Cancer Care for Health Professionals. (2013). *Guideline for the ordering, preparation and administration of chemotherapy*. Retrieved February 1, 2017 <http://www.easternhealth.ca/WebInWeb.aspx?d=2&id=1727&p=1485>.
- Eastern Health Policy-Pre-Printed Orders (PRC-133). October 23, 2012.

### **Supporting Documents:**

- CAPCA & University Health Network. (2011). *Guidelines for developing ambulatory chemotherapy preprinted orders*. (Version 1). Retrieved August 16, 2016 from <http://capca.ca/wp-content/uploads/PPO-Guidelines-FINAL-Jan-9-20111.pdf>
- Accreditation Canada Standards. (January 13, 2016). *Cancer Care*. Version 11.