

## Standard Operating Procedure for the Development (or Update) and Approval of Kent & Medway Oncological Treatment Guidelines and Upload to Kent and Medway Cancer Collaborative (KMCC) website

### 1.0 Objective

The purpose of this standard operating procedure (SOP) is to describe the procedure to be followed when developing or updating and approving oncological treatment guidelines within the Kent and Medway Cancer Collaborative as stipulated by the Kent and Medway wide Non-surgical Oncology Sub-Groups (NOGs; the haematology equivalent group is known as the HOG). These documents describe the treatment algorithms for a particular tumour group.

### 2.0 Scope

This SOP will cover all oncological treatment guidelines across oncology but excluding paediatrics. These will include NHSE MHRA EAMs schemes. Regimens outside of the oncological treatment guidelines should be considered within the context of the 'Policy for the Management of Algorithm Deviations and the use of Unfunded Medicines' and are outside the scope of this SOP.

NB: Haematology oncological treatment guidelines are currently on hold; awaiting National NHSE commissioned treatment pathways.

### 3.0 Method

- 3.1 NOG/HOG identifies need for amendment to oncological treatment guidelines (e.g. change of indication for a regimen) or addition of new protocol at NOG meeting or, where urgent, virtually via email using NOG distribution list.
- 3.2 References collated (clinical papers, abstracts, Summary of Product Characteristics, material from pharmaceutical companies) where relevant.
- 3.3 Oncological treatment guidelines are updated within 2 weeks of the request and circulated to the NOG for ratification. Any queries or comments during the update process are directed to the whole group via email. Where there is a lack of consensus, the Chair will make the final decision about the final content of the oncological treatment guidelines. Following consultation, and ratification by the Chair, the Pharmacy Technician completes a KMCC 'Request for Change' form to request the addition or update of the oncological treatment guidelines to the KMCC website in PDF format under the Oncological Treatment Guidelines page and TSSG page.
- 3.4 The draft and final versions of the oncological treatment guidelines should be stored as word documents in the shared drive [S:\SpecServDiv\CancerCollaborative\Pharmacy\NOGS](#) under the relevant tumour group folder.
- 3.5 The KMCC pharmacy technician will obtain approval via email from the KMCC pharmacist for the RFC. The KMCC pharmacy technician will send the RFC to the KMCC website administrator.

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| SOP No             | SOP003   | Disclaimer: No responsibility will be accepted for the accuracy of this information when used elsewhere. |                    |
| Version            | 2        | Written by   | M Archer           |
| Supersedes version | V1       | Checked by   | C.Waters           |
| Date               | 26.05.21 | Approved by  | Chemotherapy group |

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- 3.6 Administrator uploads the document to the KMCC website and when complete, advises the Pharmacy Team who check and confirm the document has been uploaded correctly.
- 3.7 Pharmacy Technician sends an email notification to the relevant NOG and the KMCC Chemotherapy Group.

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