Standard Operating Procedure for the Maintenance of the Kent and Medway Cancer Collaborative (KMCC) Regimens Spreadsheets for Oncology and Haematology

1.0   Objective

The purpose of this standard operating procedure (SOP) is to describe the process to be followed when updating the Kent and Medway Cancer Collaborative (KMCC) regimens spreadsheet for oncology and haematology, which are used for the population of the regimens drop down list for the KOMs Electronic Action Sheet (EAS), mapping the KMCC regimens to the Department of Health regimen names and assigning corresponding OPCS codes.

2.0   Scope

This SOP will cover all oncology and haematology regimens, excluding clinical trials and paediatrics. This will encompass NHSE MHRA EAMs schemes, and complex supportive care regimens which require a protocol as identified by the Kent and Medway Chemotherapy Group. Algorithm deviations, one-off requests, and access schemes offered by manufacturers (for licensed drugs which have not been through the NICE process) 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.

3.0   Responsibilities

KMCC Pharmacy technician or pharmacist updates the spreadsheets. If changes / additions are made by the KMCC Pharmacy Technician these are to be checked by the KMCC pharmacist.

4.0   Method

4.1 NOG/HOG identifies need for new protocol at NOG meeting or, where urgent, virtually via email using NOG distribution list. If NHSE commission a new treatment between NOG/HOG meetings, the group will decide via email whether a KMCC protocol is required.

4.2 KMCC Pharmacy technician adds regimen name to the relevant regimen spreadsheet and assigns the next sequential protocol number. If the regimen is similar to another existing regimen, and there is potential for confusion, the regimen name must be agreed with the NOG Chair. It may be necessary to also amend the name of the existing regimen. The regimen name is added to the spreadsheet at the point that a new protocol is identified, and as such, the protocol will still be in development. It must therefore be added in red font to differentiate from finalised protocols.

4.3 The KMCC Pharmacy Technician reviews the Department of Health (DH) National Tariff Chemotherapy regimen list and transcribes the corresponding DH short regimen name

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and corresponding OPCS codes and HRG for procurement and delivery. This is checked by the KMCC Pharmacist.

4.4 The spreadsheet is saved within the Oncology and Haematology Regimens Spreadsheets – working DRAFTs folder of the Shared Folders on the document management system. This spreadsheet is known as the 'working draft'.

4.5 At the point at which a protocol is finalised and signed off, the regimen name and protocol name converts to a black font and the spreadsheet is then sent to the Computer Scientist, Maidstone and Tunbridge Wells NHS Trust to be used for the purpose of updating the KOMs EAS regimens drop down list.

NB if there are other protocols still in draft which remain on the regimens spreadsheet in red font, these should be removed from the copy that is sent to the Computer Scientist.

4.6 As well as intermittent additions to the regimens spreadsheet, there is annual review when the DH National Tariff Chemotherapy Regimens List is updated (usually in March / April).

References

1. Organisational Structure and Governance Processes for a Central Collaborative Team Supportive the Maintenance of Oncological Treatment Guidelines (treatment algorithms) and Systemic Anti-Cancer Therapy (SACT) Protocols in Oncology and Haematology across the Kent and Medway Cancer Collaborative (including the maintenance of the SACT prescription on an electronic prescribing system) v9 http://www.kmcc.nhs.uk/medicines-and-prescribing-incorporating-sact-pathways/network-chemotherapy-prescription-proformas-protocols-nhs-staff-use/
2. Policy for the Management of Algorithm Deviations and the use of Unfunded Medicines.v5 http://www.kmcc.nhs.uk/medicines-and-prescribing-incorporating-sact-pathways/network-chemotherapy-prescription-proformas-protocols-nhs-staff-use/

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