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|  | | | **Antineoplastic Drug Administration Clinical Log/ Timeout Checklist** | |
| ‘Time Out’ is a dedicated patient safety process that is undertaken immediately prior to any antineoplastic drug administration. It is dedicated time to check and verify the prescription; any discrepancies that are identified should be discussed with the prescribing team before administration  The aim of this checklist is for you to log your administration history and reflect on the process by completing the questions on the back side of this form. It is expected that you will complete this form after every cytotoxic/biotherapy drug/regimen that you administer. Your administration history will be reviewed prior to being ADAC credentialed. However, you can review your log with the CNS or NE at any time. | | | | |
|  | | | | |
| ***Date*** | ***Diagnosis*** | ***Protocol*** | ***Cycle Number*** | ***Allergies*** |
|  |  |  |  | Yes/No |
| ***Outline Any Previous Reactions/ Issues*** | |  | | |
|  | | | | |
|  | ***Drug 1*** | ***Drug 2*** | ***Drug 3*** | ***Drug 4*** |
| ***Drug Name*** |  |  |  |  |
| Consent sighted | Yes/No | Yes/No | Yes/No | Yes/No |
| Pre-treatment tests & investigations sighted | Yes/No | Yes/No | Yes/No | Yes/No |
| Correct BSA & drug Calculation | Yes/No | Yes/No | Yes/No | Yes/No |
| Correct drug checked including expiry dates/ times | Yes/No | Yes/No | Yes/No | Yes/No |
| Correct route identified (circle) | PO/SC/IM/IV | PO/SC/IM/IV | PO/SC/IM/IV | PO/SC/IM/IV |
| Correct patient identified | Yes/No | Yes/No | Yes/No | Yes/No |
| Access device used | PIV/CVAD | PIV/CVAD | PIV/CVAD | PIV/CVAD |
| Blood backflow confirmed | Yes/No | Yes/No | Yes/No | Yes/No |
| Rate checked and confirmed | Yes/No | Yes/No | Yes/No | Yes/No |
| Identify extravasation properties of each drug |  |  |  |  |
| Emetogenic potential (Circle) | Low/Mod/High | Low/Mod/High | Low/Mod/High | Low/Mod/High |

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|  | **Antineoplastic Drug Administration Clinical Log/ Timeout Checklist Reflection** |
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| Were any issues identified during the checking process? If so, how were they remedied? | |
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| What pre-treatment tests and investigations were reviewed and why? | |
|  | |
| Did any of the drugs that you administered have a high risk of hypersensitivity? If yes, what premeds were given? | |
|  | |
| What did you consider when reviewing IV access? | |
|  | |
| Having identified the extravasation properties of each drug being administered, what type of compress would be required if they extravasate? | |
|  | |
| Would you do anything differently next time? If Yes, please elaborate? | |
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