

INDICATOR	Met	Not Met	Comments
FACILITIES AND EQUIPMENT			
Extravasation kit or supplies are available.			
Chemo spill kit is available at point of preparation and administration			
IV pumps are clean, in good working order with preventive maintenance up to date.			
Equipment is cleaned and disinfected per IFU and protocol.			
Crash cart or emergency kit is available.			
PRE-CHEMOTHERAPY ADMINISTRATION			
Patient is identified per policy.			
The written order for chemotherapy is reviewed and confirmed. [regimen, date, time, duration, sequence, route, and dose and special instructions for chemotherapy administration).			
Patient is assessed for chemo-toxicity if existing patient.			
Documentation is in the chart of education to the patient and the family about the procedure [goals, duration, and side-effects] of chemotherapy administration.			
The patient's history is reviewed for any known allergy/fluid restriction/nutritional deficit or other that would preclude the administration of chemotherapy.			
The patient's baseline laboratory reports are reviewed for contraindications of administration prior to each scheduled dose.			
Written informed consent from the patient/family member is verified.			
Baseline vital signs are obtained and documented.			
The chemotherapy drug administration site is selected (IV/PICC line/Chemo-port/oral/feeding tube) and assessed for patency/signs of infection.			
CHEMOTHERAPY ADMINISTRATION			
Hand hygiene is performed.			
Aseptic technique is followed during the preparation and administration of chemotherapy.			
Donning of personal protective equipment, including inner gloves, cap, gown, shoe cover, face mask, face shield/goggles, and outer gloves, is performed per policy.			
Staff follows the rights of drug administration with chemotherapy drug administration.			

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A new IV set is used and flushed for each chemotherapy drug.			
Vital signs and side effects are monitored (such as hypersensitivity, vomiting, extravasation, infiltration, etc.)			
POST-CHEMOTHERAPY ADMINISTRATION			
The access line is flushed with compatible fluid as prescribed.			
Cytotoxic drugs are discarded in appropriate bins and per the institute protocol if agent is left or reusable.			
Personal protective equipment is doffed per policy.			
Procedure is documented in the record including date/time of infusion and any observed side effects.			
Patient is educated on post-administration side-effects and precautions.			
Discharge summary plan is provided to the patient including planned date/time of next infusion. (Applicable to Outpatient settings)			
CLINICAL POLICIES AND PROTOCOLS			
All policies are up to date and periodically reviewed according to the organization's timeframes.			
STAFF COMPETENCIES AND QUALIFICATIONS			
Nurses are qualified per policy to administer chemotherapy (may require certification).			
Training/competency includes recognizing signs/symptoms of chemotoxicity and procedures to follow.			
Training/competency includes proper handling and disposal of chemotherapy agents.			