

QCP On-site Review: What will our day look like in terms of time?

| Time Estimate | Activities |
|---|---|
| 20-30 minutes | <p>Introductions/brief tour of facility/overview of on-site review activities for the day</p> |
| <p>3-4 hours [dependent on the flow of the chemotherapy infusion room and the timing of chemotherapy preparation]</p> <p>Please notify surveyor if your infusion room services patients other than your practice patients.</p> | <p>Observation of chemotherapy order checking.</p> <p>Observation of chemotherapy preparation and labeling.</p> <p>Observation of double check of prepared chemotherapy.</p> <p>Other clinical observations (e.g. vital signs, medication review, toxicity assessment, etc.).</p> <p><i>Observations are limited to patients of the practice.</i></p> |
| <p>1-2 Hours [can occur in between observations of patient care or after]</p> <p>Please have policies related to the 20 standards in a binder and ready for review.</p> | <p>Review of chart documentation for two patients receiving IV chemotherapy and two patients receiving oral chemotherapy (on-site reviewer will select records to review). <i>If possible, this review should occur in an area away from the pharmacy or patient care areas, and a staff member familiar with the EMR/paper chart is needed to assist in locating needed items.</i></p> <p>Review and/or discussion of policies and procedures for the 20 QCP standards.</p> <p>Review of personnel records (BLS, licensure, orientation/training documents, etc.).</p> |
| 1 Hour [10-15 minutes each] | <p>Interview of 2-3 nurses who administer chemotherapy and/or nurse educator as well as nurse or administrator in charge of policy implementation.</p> <p>These will occur at a time that is mutually convenient for the nurses and reviewer. <i>This discussion should occur in a private area away from the patient care area and one nurse is interviewed at a time.</i></p> <p>Interview of personnel who prepare chemotherapy and/or dispense oral chemotherapies.</p> |
| 1 Hour | <p>Reviewer in quiet space alone to review notes.</p> |
| 30 minutes | <p>Summary and discussion (practices may invite whoever they wish to attend)</p> <ul style="list-style-type: none"> • On-site review observations • Timeline for follow up |

How Can You Help To Prepare?

- Have a quiet, private place available for the reviewer to conduct interviews and review chart documentation, policies, etc.
- Have current paper or electronic Policies and Procedures related to the 20 standards available and organized. If more than one site is applying for certification, these policies and procedures need to be available for review at all sites.
- Inform the pharmacy and nursing staff of the purpose of the on-site review and that the reviewer may be interviewing them or obtaining information from them (all nurses who administer chemotherapy, except those in orientation, are eligible to be interviewed for the nurse interview portion of the on-site review).
- Reassure the nursing staff that the questions that will be asked, if they are selected to be interviewed, are questions about usual, everyday routines in the practice.
- Ask infusion room nurses to request the patient's permission to be observed if selected for observation.

All QCP Reviewers are experienced oncology nurses; as such they understand the demands of clinical practice and the importance of patient safety. Every effort will be made to ensure that neither is compromised during the on-site review.

Thank you for participating in the on-site review. We wish you all the best in your goal to become QOPI Certified!