

Appendix 1: Intrathecal SACT Assessment Questions

Core General Questions – must be completed by all staff.

1. "Intrathecal" must never be abbreviated to IT on a prescription form
True / False
2. Intrathecal SACT must be administered in a designated area where no other SACT is being given or stored
True / False
3. Only registered consultants, ST3 and above or staff in a non-consultant career grade can prescribe intrathecal SACT
True / False
4. If approved to be scheduled on the same day, intrathecal SACT must be issued before any intravenous chemotherapy is given to the patient
True / False
5. Intrathecal SACT can be prescribed on any SACT prescription form
True / False
6. Any nurse trained in intravenous SACT can be involved in the checking procedures for the administration of intrathecal SACT
True / False
7. The register of designated staff should be available to all personnel involved in intrathecal SACT
True / False
8. Intrathecal SACT may only be administered outwith normal working hours in exceptional circumstances
True / False
9. Since 1985 there have been at least 13 patients who died or were paralysed through the accidental intrathecal administration of Vincristine intended for intravenous administration
True / False
10. For adults, doses of vinca alkaloids may be prepared as a bolus syringe
True / False

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FOR QUESTIONS 11-18 PLEASE SELECT THE MOST APPROPRIATE ANSWER(S)

11. How frequently must registered staff involved in prescribing, supply, administration and checking of intrathecal SACT be assessed?
- a) **Every year**
 - b) **Once on the register they do not need reassessed**
 - c) **Every two years**
 - d) **Twice per year**
12. Who can collect intrathecal SACT?
- a) **A Doctor who is named on the intrathecal SACT register**
 - b) **Anyone from the ward can collect as long as they sign for receipt**
 - c) **A Nurse, who is named on the intrathecal register**
 - d) **A Pharmacist who is named on the intrathecal SACT register**
13. Who is allowed to administer intrathecal SACT to adult patients?
- a) **Any doctor or nurse named on the intrathecal register**
 - b) **Nurses named on the intrathecal register**
 - c) **Consultants, ST3 and above and staff grades/associate specialists in Haematology named on the intrathecal register**
 - d) **Any Consultant**
14. Can intravenous bolus doses of SACT and intrathecal SACT be administered to the same patient on the same day?
- a) **Yes**
 - b) **No**
 - c) **Yes, but only if they are an in-patient**
 - d) **Yes, but only if they are an out-patient**
15. If the answer to question 14 is YES, what precautions must be taken?
- a) **There must be a significant separation in time between administrations**
 - b) **The administering doctor must sign the appropriate section of the SACT prescription to confirm bolus intravenous SACT has been administered**
 - c) **The intrathecal SACT will only be released from pharmacy after pharmacy has received confirmation that the bolus intravenous SACT has been administered**
 - d) **All of the above**
16. Where can intrathecal SACT be stored on a ward?
- a) **With the rest of the SACT injections**
 - b) **In a designated area**
 - c) **No intrathecal SACT will be stored on the ward**
 - d) **In the controlled drug cupboard**

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17. What members of staff must be involved in the administration checking procedure for intrathecal SACT
 - a) **Two members of staff named on the intrathecal register ie doctor/doctor or doctor/nurse**
 - b) **One doctor named on the intrathecal register**
 - c) **A doctor and nurse, only one named on the intrathecal register**
 - d) **Any SACT trained nurse**

18. What checks must be made and recorded before administering intrathecal SACT?
 - a) **Patient's name, date of birth and patient CHI number**
 - b) **Drug name**
 - c) **Drug dose and volume**
 - d) **Drug expiry date**
 - e) **All of the above**

PAEDIATRIC SPECIFIC QUESTIONS FROM RHC INTRATHECAL POLICY – MUST BE COMPLETED BY ALL STAFF

1. Where can you check who is authorised to administer intrathecal SACT within the Women and Children's Directorate?
 - a) **The NHS GG&C Paediatric intrathecal register of authorised personnel**
 - b) **The national intrathecal register**
 - c) **By asking them**
 - d) **The GG&C adult register**

2. What grade(s) of medical staff, within Women & Children's Directorate, can be on the intrathecal register and therefore authorised to prescribe intrathecal SACT?
 - a) **Consultants only**
 - b) **Specialist registrars and consultants only**
 - c) **ST4 and above, staff in a non consultant career grade and Consultants**
 - d) **Selected ST3s, ST4 and above, staff in a non consultant career grade and consultants**

3. What grade(s) of medical staff, within Women & Children's Directorate, can be on the intrathecal register and therefore authorised to administer intrathecal?
 - a) **Consultants only**
 - b) **Specialist registrars and consultants only**
 - c) **ST4 and above, staff in a non consultant career grade and consultants**
 - d) **Selected ST3s, ST4 and above, staff in a non consultant career grade and consultants**

4. In which clinical areas are staff able to access the NHS GG&C Paediatric Intrathecal Register?
 - a) **All areas where intrathecal chemotherapy is routinely administered**
 - b) **All wards and departments**
 - c) **Theatres only**

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d) Pharmacy Aseptic Unit

5. Who is authorised to collect intrathecal SACT from the Aseptic Unit?
- a) Medical staff who are on the intrathecal register and are administering the drug**
 - b) Any member of staff who is on the intrathecal register**
 - c) Anyone, as long as they sign for receipt**
 - d) No one. Pharmacy staff should deliver directly to ward/theatre**
6. What type of prescription form must SACT chemotherapy be prescribed on?
- a) A fluid chart with no other drugs prescribed on it**
 - b) The once only section of an in-patient prescription form**
 - c) Either the GG&C approved intrathecal prescription or validated ChemoCare prescription.**
 - d) A Directorate specific intrathecal drug prescription form.**
7. If outpatients are scheduled to receive intravenous bolus chemotherapy and intrathecal chemotherapy on the same day, in what order should they be released to staff?
- a) Intravenous dose then intrathecal dose**
 - b) Intrathecal dose then intravenous dose**
 - c) Both can be released at the same time.**
 - d) Out-patients should never be scheduled to receive intrathecal and intravenous bolus chemotherapy on the same day**
8. If out-patients are scheduled to receive intravenous bolus chemotherapy and intrathecal chemotherapy on the same day, what must pharmacy receive before releasing the intrathecal chemotherapy?
- a) The signed intravenous SACT administration record**
 - b) The intrathecal SACT administration chart**
 - c) The patient prescription form**
 - d) The patient fluid chart**
9. If intrathecal chemotherapy is being administered in a designated area with local anaesthesia, what precautions should be taken?
- a) No precautions necessary**
 - b) Local anaesthesia should be drawn up using a 2 mls syringe**
 - c) Local anaesthesia should be drawn up using a 2 mls syringe and removed from trolley before proceeding with intrathecal chemotherapy administration**
 - d) Local anaesthesia should be drawn up using a 2 mls syringe, removed from trolley before proceeding with intrathecal chemotherapy administration and a final visual and verbal check of chemotherapy carried out before administration**
 - e) No precautions necessary but a final visual and verbal check of chemotherapy should be carried out before administration**

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CLINICAL PHARMACY STAFF ONLY QUESTIONS

1. Which members of the pharmacy staff are allowed to prepare intrathecal SACT?
 - a) **Pharmacists whose name appear on the intrathecal register as authorised to perform dispensing**
 - b) **Any pharmacist**
 - c) **Technicians whose name appear on the intrathecal register as authorised to perform dispensing**
 - d) **Any technician or pharmacist working in the Aseptic Preparation Unit**

2. What checks must be made before an intrathecal SACT item is final released from the pharmacy? There is more than one correct answer. Please circle all correct answers.
 - a) **The prescriber is named on the intrathecal register**
 - b) **The prescription is written on the pre-printed intrathecal prescription**
 - c) **A clinical pharmacist has verified that the prescription details are correct**
 - d) **A clinical pharmacist named on the intrathecal register has verified that the prescription details are correct**

3. What are the special label requirements for intrathecal SACT?
 - a) **A) "Not for Intravenous Use"**
 - b) **B) "For Intrathecal Injection" on the syringe**
 - c) **C) "For Intrathecal Injection" on the syringe, and over-wrapped and labelled "For Intrathecal Injection"**
 - d) **D) There are no special labelling requirements**

4. Where in the pharmacy department is the prepared intrathecal SACT stored before issue?

5. Who can issue intrathecal chemotherapy? Please circle all correct answers.
 - a) **Any member of staff working in the Aseptic Preparation Unit**
 - b) **Technicians named on the intrathecal chemotherapy register**
 - c) **Pharmacists named on the intrathecal chemotherapy register**
 - d) **Any pharmacist**

6. What checks must be made and recorded before administering intrathecal chemotherapy?
 - a) **Patient's name, date of birth and patient unit number**
 - b) **Drug name**
 - c) **Drug dose and volume**

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- d) Route of administration (i.e. intrathecal)
- e) Drug expiry date
- f) All of the above

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Appendix 2: Sign-off Sheet

TRAINEE NAME:

JOB TITLE:

DEPARTMENT:

I have read and understood the relevant essential reading contained within the intrathecal assessment policy.

Trainee Signature: Date:

Intrathecal chemotherapy assessment completed successfully (100%) & trainee deemed competent

Name:

Signature: Date:

(Senior Paediatric Haem/Onc pharmacist, Medical trainer, Advanced Nurse Practitioner/Educator)

Review Date (2 years):

NB Medical Staff must have completed (and be signed off as competent) for IntraVenous (IV) Chemotherapy Prescription training before intrathecal competency is signed below

Name of person entering onto database:

Signature: Date:

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