Effective: 25 March 2022

Therapeutic Infusion Procedure – Bunbury Hospital

1. Guiding Principles

This procedure outlines the steps for accepting and processing a referral for a patient to undergo a therapeutic infusion within the Bunbury Hospital.

This procedure should be read in conjunction with the WACHS Medication Prescribing and Administration Policy.

2. Procedure

The steps in this procedure are detailed in Appendix 1: Therapeutic Infusion Flowchart.

3. Definitions

WEBPAS	Web based patient administration system	
PBS	Pharmaceutical Benefits Scheme	

4. Roles and Responsibilities

All WACHS clinicians are accountable for their own practice and are to provide care:

- within their registration status
- in accordance with the codes and guidelines approved by their relevant National Board supported by AHPRA
- within their scope of practice and competence
- within their prescribed responsibilities and duties as defined in their Job Description Form (JDF) and
- within the context of practice that they are operating.

Site Managers are to:

- nominate specific staff to complete the referral process
- ensure that all staff undertaking day infusion roles are fully conversant with the requirement for each medication.

All Staff are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

5. Compliance

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the <u>Integrity Policy Framework</u> issued pursuant to section 26 of the <u>Health Services Act 2016</u> (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers,

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researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

5. Records Management

Records Management Policy

All WACHS clinical records must be managed in accordance with the <u>Health Record</u> Management Policy.

6. Evaluation

Monitoring of compliance with this document is to be carried out by senior medical and nursing staff via reporting and review of clinical incidents relating to adults receiving a therapeutic infusion.

7. Standards

National Safety and Quality Health Service Standards – 4.1a, 4.1b 4.13, 4.15b

8. Legislation

Medicines and Poisons Act 2014 (WA)
Medicines and Poisons Regulations 2016 (WA)

9. Related Policy Documents

Medication Prescribing and Administration Policy High Risk Medications Procedure

10. Related WA Health System Policies

MP 0131/20 - High Risk Medication Policy

11. Policy Framework

Clinical Governance, Safety and Quality

This document can be made available in alternative formats on request for a person with a disability

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Appendix 1: Therapeutic Infusion Flowchart

Completed referral received by WACHS South West site The Referral reviewed by nominated WACHS - South West staff It is the nominated for acceptance for administration. responsibility of **WACHS** NB: Referral is valid for a six-month period only. the local site South West manager to Referral acceptable if: staff are ensure that all • complete details provided by referring clinician. Recommend to be staff undertaking use of the WACHS - South West Standardised Referral form. determined day infusion review of WACHS South West Pharmacy intranet page shows by each roles are fully details of medication risk assessment for requested medication. individual conversant with Pharmaceutical Benefits Scheme Section 100 items: site the requirement o public – valid prescription provided to site to enable WACHSfor each SW Pharmacy (Bunbury) processing medication. o private – details of community pharmacy providing stock detailed on referral form all other medications: o valid WACHS-SW hospital prescription written to enable WACHS-SW Pharmacy (Bunbury) processing infusion determined to be appropriate for administration at site based on above information. YES NO Referral able to be Patient Admission Status Referral unable to be accepted Information - webPAS accepted Patients receiving blood products (including Refer to WACHS Seek additional Book patient for immunoglobulins) -South West details from referring infusion, providing inpatient episode clinician if necessary. Pharmacy date and time Department for details to Patients receiving completion of risk the patient. medications on the PBS assessment Send referral back to **Review WACHS** Section 100 – type C referring clinician South West non admitted day case with reason infusion Pharmacy intranet unable to be page for Patients receiving other provided at site. information on medications - type C relevant resources non-admitted day case (unless the patient is at required to aid in Risk assessment risk of complications and medication completed by the doctor chooses to administration. Pharmacy admit them as an inpatient. For this, a Certification At completion of the Form for Type C infusion provide any Day Case Admission required feedback to is required.) the referring clinician.

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