DEFINITIONS:

The Communities Oncology Network is comprised of community cancer care treatment clinics based in a hospital facility, located across British Columbia. Each clinic has a cancer care team of specialists in oncology who provide a range of systemic therapy care and treatment for cancer patients.

CONRef is a secure online web-based system through which BCCA Medical and Radiation Oncologists submit requests for delegation of care for chemotherapy treatments and medical care to one of the Communities Oncology Network (CON) clinics. CONRef allows for electronic transfer of patient information, referral details and relevant protocol from the BCCA physician to the CON clinic.

DIRECTIVE:

In order to facilitate the delegation of care from BCCA to CON clinic staff, BCCA Medical or Radiation Oncologist must include in the CON referral, all medical management instructions regarding systemic therapy treatment(s) to be given.

PROCESS STEPS:

1. BCCA Medical or Radiation Oncologist (MRP) will:
   a. Determine the appropriate treatment plan for the patient.
   b. Complete a referral using the BCCA CONRef System for all patients whose systemic therapy treatment is being transferred to one of the CON clinics.
   c. Dictate a complete medical consultation including the name and protocol code of the chemotherapy treatment regime, any specific instructions, e.g. dose modification or special instructions and the discussion with the patient regarding risks and benefits of treatment. This should also include instructions on follow up, when,
and what monitoring investigations are recommended and when and how to refer patient back to BCCA MRP. BCCA MRP must sign dictation in appropriate time frame for referral as CON clinic requires this information to start therapy.

d. Any change in patient’s treatment protocol or substantive changes to an existing protocol should be communicated to the CON clinic by the referring physician submitting a new CONRef form and dictating note. Straightforward, dose adjustments as per BCCA protocol do not require a new CONRef or dictation.

2. CON Chemotherapy Clinic staff including physician, pharmacist, nurse, and clerk will:

a. Ensure referrals are received and processed within two (2) working days of receipt of referral. If the CON clinic is unable to accommodate the patient within the time frame requested to receive treatment, the CON clinic will liaise with the referring physician.

b. Include CON referral form in the patient chart.

c. Review the CON referral form and the dictated note with specific patient details and instructions prior to prescribing, preparing and/or administering the 1st cycle of new chemotherapy treatment regime. For any questions or concerns with regards to the treatment plan contact the BCCA MRP before treating.

d. Ensure appropriate documentation regarding patient during their course of care at the CON clinic is forwarded to the BCCA MRP. For every treatment these notes should include: dosing, dosing modification and explanation for any dosing changes.

e. Patient safety is paramount, if concerns arise at any time during a course of therapy CON staff can and should hold therapy until they are satisfied that the safety concern has been addressed.
f. At the completion of the course of therapy or as per instructions from the BCCA MRP, the CON clinic will refer the patient back to the BCCA MRP. The BCCA MRP can then determine the appropriate disposition or advise on ongoing management.

g. Notify the Senior Operations Director of any planned CON clinic closures or physician absences.

3. BCCA Referring Centre:
   a. The Health Information Clerks will include the received CON referral form in the BCCA CAIS system for the specific patient under View/Documents/Orders.
   
   b. The Senior Operations Director will provide notification of CON clinic closures or physician absence to CONRef Pharmacy Systems Application Support.

REFERENCE:

1. BCCA, Provincial Systemic Therapy Chemotherapy Process Policy 111-10