RATIONALE:

When a patient first begins chemotherapy, the first day of treatment is considered Day 1 of Cycle 1. Timing of subsequent appointments is calculated from that date. However, if a treatment delay occurs, because the treatment date falls on a statutory holiday, subsequent appointment dates will have to change. The treatment interval specified in each protocol (PPO) should be followed as outlined in the treatment schema.

The intent of this policy is to optimize patient care in a timely and effective manner, by enabling the BCCA to effectively treat patients with the highest need and demand for services on short work weeks.

DIRECTIVE:

To establish standardized guidelines for patient bookings due to statutory holiday closures.

PROCEDURES:

1. Patients receiving adjuvant treatment may be moved according to the protocol treatment interval as outlined below. Booking adjustments following these guidelines may be made without approval from the treating physician.

   Move prior to scheduled treatment date:
   
   - 1 week schedule: 24 hours early
   - 2 week schedule: 48 hours early
   - 3 week schedule: 72 hours early
   - 4 week schedule: 96 hours early

   Move after the scheduled treatment date:

   - 1 week schedule: 24 hours late
   - 2, 3, or 4 week: 48 hours late

   Note: Any patient may have their treatment moved as per the above noted booking adjustments or as otherwise indicated by a medical oncologist
With the exception of:

- Any patient receiving LYCHOP, LYCHOP-R or LYABVD may be moved only 1 calendar day later than their original treatment day (unless otherwise approved by a medical oncologist)

- Any patient receiving maintenance riTUXimab may be moved up to 1 week later than their original treatment day.

2. All patients receiving advanced treatment (i.e. palliative) may have their treatment delayed or cancelled by 1 week unless otherwise indicated in a written order from an oncologist.

3. When there are 2 consecutive statutory holidays, the interval for advanced protocols may be increased to 2 weeks, a cycle length, OR a cycle may be omitted. The patient’s most responsible physician (MRP) will be consulted prior to a delay or cancellation being made.

4. Any patient who is moved to accommodate a center closure, will return to their original day of treatment, unless otherwise indicated in a written order from an oncologist. (ex. original treatment day is Monday, moved to Tuesday due to STAT holiday closure, will then return to Monday for their next treatment) **Exception: patients on weekly treatments will remain on the day they have been moved to.

GUIDELINE:

1. Refer to centre based directive/guideline for centre specific roles, responsibilities, and clinical resources (ie CAIS resource/booking codes)

REFERENCES: