

**Standard Operating Procedure (SOP)**

SOP Title	<b>Administration Of IM Methotrexate for Gynaecology Patients</b>		
SOP Number	034		
Care Group	Women and Children's		
Version Number	2		
Effective Date	4 <sup>th</sup> December 2023	Review Date	December 2026
Author	Alex Keene, Senior Nurse Specialist EPAS		
Approved by	Gynae Governance		
Approval date	December 2023		
Distribution	EPAS Services, SaTH		
Location	EPAS		

Document Control				
Version	Date	Author	Status	Comments
1	23 <sup>rd</sup> June 2015	Alex Keene, Senior Nurse Specialist EPAS	Archived	
1.1	26 <sup>th</sup> Oct 2015	Alex Keene, Senior Nurse Specialist EPAS	Archived	Inclusion of weekend process
1.2	11 <sup>th</sup> October 2018	Alex Keene, Senior Nurse Specialist EPAS	Ratified Live	Reviewed with no changes. Review date extended.
2	4 <sup>th</sup> December 2024	Reviewed by Kerry Redge, Lead EPAS Clinical Nurse Specialist	Live	Reviewed. Minor changes. Change responsibility from Oncology/Haematology Clinical Educator to Unit Manager in page 2 number 1.8

SOP Objectives	The safe and efficient delivery of IM Methotrexate for Gynaecology patients
Scope	Gynaecology ward and EPAS unit nurses. Gynaecology ward and EPAS unit Chemo pharmacy staff
Performance Measures	

Number	Brief	Responsibility
1	Responsibilities:	
1.1	<ul style="list-style-type: none"> <li>▪ ensure the patient meets clinical guidelines for medical management of ectopic pregnancy</li> <li>▪ discuss pros and cons of treatment with patient</li> <li>▪ consent for medical management of ectopic pregnancy and prescribe methotrexate</li> </ul>	Consultant
1.2	<ul style="list-style-type: none"> <li>▪ book the appointment and confirm with the patient</li> <li>▪ ensure the prescription sheet is escalated to chemo Pharmacy mixing</li> </ul>	EPAS Nurse(s)
1.3	To clinically check and dispense prescriptions prior to treatment and to confirm with EPAS unit nurses.	Chemo pharmacy staff
1.4	To fetch the methotrexate and prescription from pharmacy and store appropriately prior to administration	EPAS Nurse(s)
1.5	Pull patient notes and ensure attendance is recorded electronically via sema.	Unit admin staff
1.6	<p>Check the following prior to giving treatment:</p> <ul style="list-style-type: none"> <li>▪ individual drug identification;</li> <li>▪ diluents and dilution volumes;</li> <li>▪ administration route;</li> <li>▪ that the minimum monitoring requirements by physical examination and by investigation are being met;</li> </ul>	Chemotherapy administering nurse(s)
1.7	To ensure all chemotherapy is administered by suitably trained EPAS nurses	Unit Manager
1.8	Oversee initial training in order that IM Methotrexate is administered by suitably trained nurses and to keep a database of that training.	Unit Manager

1.9	<ul style="list-style-type: none"> <li>▪ discuss relevant concerns with gynaecology doctors</li> <li>▪ verify patient consent to undergo chemotherapy treatment; to check that the treatment plan, consent all match the same plan; to ensure that the patient has an adequate understanding of their prescribed treatment and its potential side-effects and to provide contact numbers and detail the procedure for emergency telephone/assessment advice. If any of these checks fall without this procedure, then corrective strategies must be taken whereby the administering nurse informs the nurse in charge of that unit</li> <li>▪ administer the prescribed methotrexate as an IM injection following sath procedure and to document within the nursing notes.</li> </ul>	EPAS Nurse(s)
2	<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>▪ Chemotherapy prescription chart</li> <li>▪ Blood request form</li> <li>▪ Patient medical and nursing notes</li> <li>▪ SaTH consent to treatment form</li> <li>▪ EPAS booking diary</li> <li>▪ SaTH Competency Assessment for administration of cytotoxic therapy</li> <li>▪ SaTH Policy for the administration of cytotoxic chemotherapies and biological therapies</li> </ul>	See above
3	<p><b>Process: (see 4. For Weekend Administration)</b></p> <p>Patient consent to be completed by consultant Consultant to prescribe methotrexate in accordance with chemotherapy prescription and administration record for ectopic pregnancy</p>	
3.1	<p><b>Day prior to administration</b></p> <ul style="list-style-type: none"> <li>▪ Day 0 bloods to be taken –FBC, U&amp;Es, LFTs and HCG</li> <li>▪ Arrangement to be made for pt. to attend EPAS following day at 2.30pm</li> <li>▪ Pharmacy to be informed of potential methotrexate required for following day</li> </ul>	See above
3.2	<p><b>Day of administration</b></p> <ul style="list-style-type: none"> <li>▪ Attendance to be confirmed with patient</li> <li>▪ Prescriptions to be taken to pharmacy at 09.00 for dispensing</li> <li>▪ EPAS designated nurse to collect prescription from pharmacy 1.30-2.00pm (in yellow bag sealed and with patient details) and then to be locked in gynae ward treatment room until required</li> <li>▪ At the agreed treatment time the patient will attend EPAS. Having confirmed patient, I.D details, the nurse will bring the patient to the chair / bed as appropriate.</li> </ul>	See above

	<ul style="list-style-type: none"> <li>▪ The nurse will verify patient identity via positive response to questions; apply I.D. name band; confirm that the patient continues to consent to undergo the treatment having fully understood the treatment plan or have any questions that require clarification. The nurse will then explain how the treatment will be given, and check (and document) the allergy status of the patient. The nurse will check that the patient is well enough to undergo treatment. If there is uncertainty about the patient's fitness for treatment the nurse will discuss this with medical staff.</li> <li>▪ The EPAS administering nurse will check and administer the treatment/s according to SaTH procedure –as per chemotherapy administration policy via the prescribed method. Methotrexate to be checked by a second nurse. The practitioner administering the drug must wear protective clothing (apron and gloves) while administering the cytotoxic therapy via the IM route</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Disposal of waste associated with IM cytotoxic administration must be in accordance with SATH Cytotoxic Spillage policy i.e., in a purple topped cytotoxic disposal sharps bin</li> <li>▪ Patient to remain in the unit for 20mins following administration. The nurse will provide the patient with all the necessary advice following administration</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Emergency contact details and procedure will also be provided/reiterated for the patient and their understanding of such documented in the nursing notes</li> <li>▪ The administering nurse will ensure that all nursing documentation relating to this cycle of treatment is completed comprehensively</li> </ul>	
4	<p><b>Weekend Administration of Methotrexate:</b> This is only to be arranged within EPAS opening hours and administered by EPAS staff</p>	
4.1	<p><b>Saturday Administration:</b> Friday:</p> <ul style="list-style-type: none"> <li>▪ Day 0 bloods</li> <li>▪ Prescription to pharmacy</li> <li>▪ Collect prescription from pharmacy – to be stored overnight in the fridge on gynae ward 14 until required.</li> </ul>	

	<p>Saturday:</p> <ul style="list-style-type: none"> <li>▪ Patient to attend EPAS at the agreed treatment time as per process above</li> </ul>	
4.2	<p><b>Sunday (or Bank Holiday Monday) Administration</b></p> <p>Saturday</p> <ul style="list-style-type: none"> <li>▪ Day 0 bloods – 08:00am</li> <li>▪ Prescription to pharmacy 09:00am and collected by 12:00pm, to be kept in the fridge on gynaecology ward 14 until required</li> </ul>	
	<p>Sunday (or Bank Holiday Monday)</p> <ul style="list-style-type: none"> <li>▪ Patient to attend EPAS at agreed treatment time and continue with process as above</li> </ul> <p>Please note that Pharmacy is only open 09:00 – 12:00 on Saturday morning and closed on Sunday/Bank Holiday Monday</p>	