

## Guide to referring vasculitis patients to St Luke's for IV cyclophosphamide

### **First Dose:**

1. Make initial appointment for IV chemotherapy administration on Chilworth day unit via Leslie in the St Luke's back office on ext 6802.  
Please request a "short" slot on a day and time that suits both the patient and Consultant, bearing in mind that the patient will need to be seen by their consultant team immediately prior to each dose administered.
2. Consent patient for IV cyclophosphamide (individual consent form now available in packs).
3. Prescribe the first dose of IV cyclophosphamide on cyclophosphamide pre-printed prescription, once you have checked that the patient is fit for treatment **and** the blood results are acceptable.
4. Prescribe anti-emetics and any other supportive care required in the relevant section of the same proforma.
5. Send consent form, and the pre-printed prescription, to St Luke's pharmacy, along with the patient's notes. Note that the turn-around time for pharmacy to prepare chemotherapy is 2 hours, so it is helpful for the patient if this is all sent to us in advance of the patient's appointment time on Chilworth day unit.
6. Ensure patient is aware of frequency of future cyclophosphamide doses. All future IV chemotherapy administration appointments should be co-ordinated by the chemotherapy nurse, but it is helpful if the patient is also aware of when the next dose is due, in case there are variations from the protocol and written information is lacking.  
N.B. The nurse will be responsible for ensuring that the next chemo admin appointment is booked, as the patient will not be familiar, nor fall in with, St Luke's systems / procedures.
7. Ensure you give the patient the necessary blood forms, for appropriate blood tests to be carried out as specified in the protocol (nadir count, and again before each dose).  
Use the purple blood forms provided from St Luke's and write "URGENT" on the forms if results needed on the same day.
8. After each dose is given and the next appointment made, the chemotherapy nurse will return the patient's notes and drug charts to your secretary.

### **Subsequent doses:**

1. Before the second and subsequent doses, you will need to review the patient's blood results and assess the patient. If the patient is deemed fit enough to go ahead with the next dose of cyclophosphamide, prescribe the prescription as before, as well as any other medicines required.
2. Once prescribed, send the patient notes and prescription to St Luke's pharmacy as before.
3. As before, ensure patient has the necessary blood forms.

Any questions; get in touch with St Luke's pharmacy on ext 6789, or chemotherapy nurses on ext 6772.