



Healthier
Lancashire &
South Cumbria

Cancer
Alliance

Contingency plan for

iQemo Oncology e-Prescribing System

Updated 20th September 2020

Summary

This contingency plan addresses the prevention of critical data loss due to the event of a cyber-attack, or any incident which occurs which threatens critical company data. These processes and procedures should be followed strictly by all personnel in the event that an imminent disaster has been recognised. Prescribing of chemotherapy protocol asks prescribers to prescribe all chemotherapy at least 48 hours in advance of planned treatment. Pharmacists validate chemotherapy prescriptions where available a week in advance of the planned treatment date.

Main Contact Details

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Plan

In the event of a total IT failure chemotherapy templates may not be available. It may be possible for pharmacists to access the cancer network website via their smart phones to check chemotherapy templates.

A list of patients who are scheduled for treatment with all their details including previous cycles and medications will be available to print from the following locations;

Prescriptions

[\\FCVMSRV224\iQemo\\$\Blackpool](\\FCVMSRV224\iQemo$\Blackpool)
[\\FCVMSRV224\iQemo\\$\MorcambeBay](\\FCVMSRV224\iQemo$\MorcambeBay)
[\\FCVMSRV224\iQemo\\$\LancsTeaching](\\FCVMSRV224\iQemo$\LancsTeaching)
[\\FCVMSRV224\iQemo\\$\EastLancs](\\FCVMSRV224\iQemo$\EastLancs)

Schedules

[\\FCVMSRV224\iQemo\\$\Blackpool\TreatmentPlans](\\FCVMSRV224\iQemo$\Blackpool\TreatmentPlans)
[\\FCVMSRV224\iQemo\\$\MorcambeBay\TreatmentPlans](\\FCVMSRV224\iQemo$\MorcambeBay\TreatmentPlans)
[\\FCVMSRV224\iQemo\\$\LancsTeaching\TreatmentPlans](\\FCVMSRV224\iQemo$\LancsTeaching\TreatmentPlans)
[\\FCVMSRV224\iQemo\\$\EastLancs\TreatmentPlans](\\FCVMSRV224\iQemo$\EastLancs\TreatmentPlans)

There is also a list of patients who are scheduled for treatment in the diary in the pharmacy.

The copies are kept until iQemo is available again when the sister in charge of the day unit will retrospectively sign off administration on iQemo

If iQemo is unavailable for a number of days, the oncology pharmacist must liaise with the sister in charge of the day unit and the consultant to decide which patients must receive treatment and arrange for a handwritten prescription.

If iQemo is available elsewhere in the network, it may be possible to liaise with pharmacists at other pharmacy sites to request that they print of outstanding urgent prescriptions and fax or scan and email them to the other trusts.

Contact phone number for LTHR Dave Barber 01772 522505 Ben Walmsley 01772 523023 bleep 3667	Contact phone number for ELHT Hani Hanna 01254 732882 Or 01254 732886
Contact phone number for UHMB Tom Kerry 01524 516200 Andrew Taylor 01524 516200	Contact number for BTH Alex Davies 01253 955643

Aimed at clinical checks copies of the previous cycle may be obtained from the production unit or trust pharmacy

If iQemo is unavailable system will be configured to automatically send PDF copies of all prescription drug charts to a secured location at each Trust via Secure File Transfer Protocol (SFTP).

These will then be locally printed if required. To ensure that the latest information is available to the Trusts staff, in the unlikely event of a total system outage, the PDF drug charts are automatically updated and sent via SFTP as soon as any change to the prescription has been made such as a change from prescribed status to screened status, or when a drug is recorded as administered by a nurse.

Each PDF prescription is labelled and stored such that it can be easily identified by location (e.g. by ward) and by patient, regimen, treatment cycle and date.

In the event of an outage users will be able to identify and access the prescription drug chart needed for that time period for their specific ward.

Nurses can record their administration manually on the PDF drug charts for retrospective update in the system when it becomes available.

Process

1. Prescriptions are printed off from iQemo and sent to the production unit or Trust pharmacy for preparation and dispensing

If iQemo is unavailable the production unit and Trust Pharmacy will print off PDF copies of all prescription drug charts and send the copies to the day unit to use for administration against.

The nursing staff administering the chemotherapy sign on the paper copy.

The copies are kept until iQemo is available again when the sister in charge of the day unit will retrospectively sign off administration on iQemo.

2. For inpatient chemotherapy PDF copies of all prescription drug charts will be printed off and supplied to the ward at commencement of a chemotherapy cycle. The chemotherapy will also be prescribed on the inpatient chart so that the nursing staff have an up to date record to administer the chemotherapy against.

If there are scripts which have not been prescribed or validated and iQemo remains unavailable for a prolonged period paper prescriptions may be used.

3. For outpatient clinics this will be agreed with the pharmacist for the trust and a Trust Letter to General Practitioner will be used.
4. For injectable chemotherapy a paper chemotherapy prescription will be used. Blank copies are held in the pharmacy production unit and the Trusts Pharmacy units. It may be necessary for the oncology pharmacist to guide and advise the prescriber on how to prescribe chemotherapy using a paper prescription
5. Once iQemo is available again the oncology pharmacist must liaise with the prescriber to ensure the chemotherapy is prescribed retrospectively on iQemo.