Oncology Pharmacist Guided Practice

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# Logging into Epic

* Open Citrix with your credentials then open the Epic Playground.
	+ Epic > Training > Playground (PLY).
* Find your user and password on your classroom info sheet.
* Log in as the pharmacist from your classroom info sheet.
	+ If you see a What’s New pop-up when you login in, click Remind Me Later.

# Creating Filters

 SCENARIO:

On the first day at the Cancer Center, you need to set up a couple of areas. You will start our day by setting up of Verify Queue filters for the Cancer Center. Then you will set up the Schedule.

## Updating Verify Queue Filters

TRY IT OUT:

* Open the Pharmacist Queue.
* Remember from your earlier training that the Verify Queue shows all patients with orders that need to be verified or reviewed by pharmacy.
	+ Primary "work queue" for pharmacists reviewing new orders.
* To create your Verify Filter:
	+ Click on the Filter drop down.
	+ Select Edit Filter.
	+ Click New if needed, otherwise skep to the next step.
	+ Name your filter. Click OK.
	+ On the right-hand side, you have the options to select specific departments to filter. You want to create a filter so you only see orders for training patients located in AWH.
	+ Select Aspirus Facility > Aspirus INC > ADT Parent Location AWH & SP > Aspirus Wausau Hospital > AWH – Medical Oncology Clinic, AWH – Oncology Infusion, & AWH – Radiation Therapy.
		- Note: This is specifically a filter for training purposes. Please see the Verify Queue Filter Tip Sheet for specific directions on making filters for different Aspirus locations.
	+ Click Accept.
	+ Click back to the AWH Pharmacy Home Dashboard.

## Creating Schedule Filters

TRY IT OUT:

* Open the Schedule.
	+ Hint: Select Schedule Glance in the Pharmacy Dashboard OR Schedule button in Hyperspace toolbar.
* Click the drop-down arrow to the right of your name or current schedule.
* Click the pushpin icon to pin it to the left-hand sidebar.
* Similar to the creating a My List in Patient Lists, you are going to create a schedule for to reference.
* Click Create.
* Name your schedule (e.g. Infusion)
* Search and add column “Plan Auth Status-Multiple”
* Switch to the Configuration tab and change the department to AWH-Oncology Infusion.
	+ Note: this is what we are using today for training. See the Schedule build for Cancer Center tip sheet for specifics.
* On the bottom left-hand corner, click on the radio button for Resource.
* Select all of the chairs and infusion rooms and click Add.
	+ Note: this is what we are using today for training. See the Schedule build for Cancer Center tip sheet for specifics.
* Click Accept when done.
* Let’s create a second schedule.
* Click Create.
* Name your schedule (e.g. Clinic).
* Search and add column “Plan Auth Status-Multiple”
* Switch to the Configuration tab and change the department to AWH-Medical Oncology Clinic.
	+ Note: this is for training. See the Schedule build for Cancer Center tip sheet for specifics for other locations.
* On the bottom left-hand corner, click on the radio button for Provider.
* Select all of the Providers and click Add.
	+ Note: this is for training. See the Schedule build for Cancer Center tip sheet for specifics for other locations.
* Click Accept when done.
* Review the list of patients and all columns.
* Click the Preview check box to remove the preview window. This way you can view all columns.
* Click on the Preview check box once more.
	+ You will need it for the next section.

# Apply a treatment plan

## Apply a treatment plan

In this activity, you will practice applying a treatment plan to a patient.

* PATIENT: Kristy

SCENARIO:

Kristy has breast cancer. You are ready to apply a treatment plan. Her cancer has been staged by the provider.

TRY IT OUT:

* Find your Kristy patient on the clinic schedule and open her chart.
	+ If you get a Welcome screen, click Let’s Go!
* Select the Treatment navigator.
* Open the Treatment Plan section of your navigator.
* Treatment Plan section is where you can apply and modify a patient's treatment plan.
* Protocols are a non-patient specific chemotherapy treatment template
	+ Treatment plans are a protocol applied to a specific patient
* Select Create a New Plan.
* Find and favorite the bevacizumab CARBOplatin DOCEtaxel plan. Preview the protocol.
	+ Hint: click the star
* Review the cycles, days, and orders in the protocol.
* Apply the protocol to the patient.
* Fill in the fields:
	+ Enter a treatment start date of 't' for today.
	+ Enter in a Line of treatment (not required): First line
	+ Enter in a goal (not required): Curative
	+ Enter Niaz Haque, M.D. as the treatment plan provider.
		- Provider is the primary oncologist responsible for managing the orders.
	+ Associate Kristy’s cancer to the plan.
* Confirm that the dosing option of "Use most recent weight and BSA" is selected.
	+ Hint: Dosing tab
* If the patient’s plan deviates from the electronic protocol, the Notes tab is where this patient-specific information can be documented.
	+ This will show up in the Springboard report for easy viewing in the future.
* Accept the treatment plan.

# Sign a treatment plan

## Sign a treatment plan

In this activity, you will sign the first day of a patient's treatment plan.

* PATIENT: Kristy

SCENARIO:

You've applied a treatment plan to Kristy and need to review and sign the first day of orders.

TRY IT OUT:

* If you aren't already there, open the Treatment Plan Manager.
	+ Hint: Click Edit Plan.
* Review the Treatment Plan details:
* The treatment plan is divided into cycles.
	+ The Prescriptions cycle, also known as the Pre Treatment cycle, contains orders the patient should have before beginning treatment.
	+ The other cycles are numbered according to treatment.
* Days within each cycle are further numbered by treatment.
* If there is a Pre-Treatment cycle, sign and release those orders so they're available for the patient when she begins treatment.
	+ Hint: Click Release in the Pre Treatment row to sign and release in one step.
* Complete the day for the pre-treatment cycle to queue up Cycle 1.
	+ Hint: Click on Actions at the day-level to complete the day.
* Open Day 1 of Cycle 1. In the Pre-Medications section, change the dose of ondansetron to 4 mg.
	+ Hint: Double click the Cycle 1 row to open Day 1.
* Copy changes to all future days.
* Open the order composer for the Carboplatin order.
	+ Change the creatinine result.
		- Hint: select the Override checkbox to enter in a new Creatinine level
	+ Change the AUC.
	+ Select the dose of Use AUC
	+ Make sure to copy all changes to all future days.
* Review the rest of the day's orders, address any red stop signs, and sign all orders.
	+ Hint: You can sign all orders for the cycle by using the Sign button on Day 1.

CHECK YOUR WORK:

* Open future cycles of the patient's treatment plan. Verify that the future orders of ondansetron are all listed as 4 mg.

# Manage a treatment plan

## Add and delete orders

In this activity you'll practice making modifications to Kristy's treatment plan by substituting a medication, adding a new treatment day, and extending the length of the plan.

* PATIENT: Kristy

SCENARIO:

Kristy has a treatment plan and now you want to make some changes before her treatment gets started.

TRY IT OUT:

* If you aren't there already, open the Treatment Plan Manager for your patient.
* Add a new medication to the pre-medications category in Cycle 1, Day 1.
	+ Hint: Search in the Add Orders window.
	+ Hint: Make sure you choose the correct order mode (Clinic Administered Medication Orders).
* Add this medication to the remaining cycles of the treatment plan.
	+ Hint: Use the Update Selected Days link.
* Ensure that the medication is in the correct category in the treatment day.
	+ Hint: Remember the order of the medications here is the order that they appear on the MAR for nurses. You can drag and drop to reorder medications.
* Confirm that the start time of your new order is correct
	+ Hint: You should not see an actual time.
* Substitute medications using suggested protocol orders.
	+ Hint: Look for Suggested Protocols on the left side of the add orders window.
* Click Accept.
* The Add Orders propagation window appears. Only order the Pre Medication for the Day 1 of each cycle.
	+ Hint: click the Day “2” to unselect all.
* Now that the medication is added, you can order the dose. Make sure the frequency is ‘once’.
* Delete a pre-medication from the treatment plan on Cycle 1, Day 1.
* Remove the order from the remaining cycles of the treatment plan for Day 1.
	+ Hint: Use the Remove Orders window and only remove the order for all future cycles.

CHECK YOUR WORK:

* Scroll to a future cycle.
* The order you added should be there and all future cycles.
* The order you removed should be deleted.

## Add a new treatment day and cycle

In this activity you'll practice making modifications to the treatment plan by adding a new treatment day and extending the length of a treatment plan by adding an additional cycle.

* PATIENT: Kristy

SCENARIO:

Now that you've substituted medications for your patient, you also want to add a new treatment day for her. This treatment day is for a monthly darbepoetin injection she'll receive for anemia. You want her to come in on the 15th day of every cycle for the Pegfilgrastim 6 mg injection with nurse only day. In addition, you also want to extend her treatment for an additional cycle.

TRY IT OUT:

* If you aren't there already, open the Treatment Plan Manager for your patient.
* Create a new treatment day on Day 15 and add it to the entire treatment plan.
	+ In the Cycle row, click on the Actions drop-down.
	+ Select Add a Blank Day.
	+ Make this Day 15 and click Accept.
* Add the new orders (Pegfilgrastim 6 mg injection with nurse only day) to the new treatment day, and the remaining cycles.
	+ Hint: Go to the Add Orders Groups search
	+ Make sure to only order this on Day 15.
	+ Hint: Make your orders start at treatment start time - no actual times should appear.
* Add an additional cycle to the treatment plan to extend her treatment.
	+ Hint: Don't create a blank cycle with all new orders! Make a copy of an existing cycle instead.
	+ Hint: click Actions on a Cycle. Copy. Click Actions again, click paste.
* Sign the orders.
* Close the chart.

CHECK YOUR WORK:

* The Day 15 you created should be there.
* The Orders you added to your new treatment day should be there.
* You should have a Cycle 7.
* Cycle 7 should be identical to the other 6 cycles.

# Defer and cancel treatment

 For Review:

* Discontinuing = stopping the treatment altogether
* Deferring = postponing a treatment day and moving that treatment day and all of its orders to a different day due to a *clinical* reason. I.e. labs, patient needs more recuperation time, etc.
* Canceling = the particular cycle is canceled altogether. Treatment plan continues without this cycle. This is also due to a *clinical* reason.
* Changing the treatment date by clicking the “Planned for” link: change date for NON-Clinical reasons (e.g., wedding, no-shows, etc.). Does not require a reason to be entered.

## Defer treatment

In this activity, you will practice deferring a treatment day.

* PATIENT: Jan

SCENARIO:

Jan's lab values are low, so you want to postpone her treatment day to allow time for her to recuperate.

TRY IT OUT:

* Find your Jan patient on the *infusion* schedule and open her chart.
* Open Synopsis and review her lab values.
	+ Hint: Click Med Onc to view Jan’s oncology clinical data
* Select the Treatment navigator.
* Open the Treatment Plan Managerand defer the current day to seven days from the treatment date.
	+ Hint: click Edit Plan to open the Treatment Plan Manager
	+ Note the Day 1, Cycle 5 date is planned for a future date.
	+ Click the Actions drop-down.
	+ Select Defer Day.
	+ Insert a new date (7 days from the planned treatment date) and reason for deferring.
* Review the new day the deferred day now in grey.
* Reminder: if a signed treatment plan is deferred for more than 14 days, the plan becomes unsigned.

## Cancel treatment

In this activity, you will practice canceling a treatment day.

* PATIENT: Jan

SCENARIO:

Jan's lab values remain low, so you need to cancel treatment.

TRY IT OUT:

* If you're not already there, open your Jan's chart.
* Select the Treatment navigator.
* Open the Treatment Plan Manager and cancel the current day.
	+ Click the Actions drop-down.
	+ Select Cancel Day.
	+ Choose a Cancel Reason.
* Review the changes to Jan’s chart.
	+ The canceled day will be inactive but remains in the Treatment Plan Manager for historical record

## Cumulative dose tracking

In this activity, you will practice updating a patient’s lifetime dose tracking for a chemical.

* PATIENT: Jan

SCENARIO:

Jan has been receiving chemotherapy for several months at your facility. She has just returned from an extended trip to visit family, where she received her treatment.

TRY IT OUT:

* If you're not already there, open your Jan's chart.
* Select the Treatment navigator.
* Open the Treatment Plan Manager.
* Click the Lifetime Dose tracking button.
	+ This is a list of chemotherapy chemicals that are tracked in the system.
* Jan has a treatment plan containing Doxorubicin.
	+ When a tracked chemical is documented as administered on the MAR that information is automatically added.
	+ Using the Lifetime Dose Tracking activity, providers can view a list of chemicals currently being tracked, as well as the total amount of each chemical that a patient has received. They can also modify the amounts that patients have received directly in the activity.
* Jan’s next treatment was given externally.
* In the Lifetime Dose Tracking activity, click on the row for Doxorubicin.
* Click the Add Entry link.
* Fill in the following information from Jan's treatment:
	+ Complex Chemical Amount: 75 mg/m2
	+ Administer Amount: 124.6 mg
	+ Administer Date: t-21
	+ Administer Time: 10:30 am
	+ Note: there is a comment field, do NOT use this field at this time.
* Click Accept.
* Notice that the cumulative dose percentage is now in yellow.
	+ Hover over the cumulative dose percentage for more information.
* The yellow highlight is a visual indicator that this patient has received 80% or more of the maximum lifetime dose. Close the Lifetime Dose Tracking activity.
	+ The highlight will turn red once it reaches 100% or higher.

## Document an externally given treatment

In this activity, you will practice documenting a patient’s externally given treatment.

* PATIENT: Jan

SCENARIO:

Now that you've updated the Cumulative Dose Tracking activity, you also need to update Jan’s treatment plan to acknowledge that she received this treatment at another facility.

TRY IT OUT:

* If you're not already there, open your Jan's chart.
* Select the Treatment navigator and open the Treatment Plan Manager.
* Right-click Cycle 6, Day 1 of the treatment plan and select Given Externally in the drop-down.
* Select a reason of Given Externally.
	+ If there were any uncompleted treatment days prior to this treatment day, they would also be marked as Given Externally. If a patient receives multiple infusions outside of your organization, marking the most recent treatment day as Given Externally also marks all the previous treatment days as complete.

## Queue a future plan

In this activity, you will practice queuing a future treatment plan and discontinuing the current one.

* PATIENT: Jan

SCENARIO:

Jan is not responding to her current treatment, so you want to switch her to CARBOplatin / paclitaxel.

TRY IT OUT:

* Find your Jan patient on the schedule and open her chart.
* Open the Treatment Plan Manager and add a future plan.
	+ Hint: Use the shortcut "t" for today's date when entering the start date.
	+ Hint: Remember to review the goal, provider, diagnosis, and dosing information.
* After queuing the new plan, scroll to the bottom of the first to view the future plan.
* Select Advance to Next Plan and discontinue Jan's current regimen.
* Fill in the required Reason field and adjust the treatment start date to today.
* Review and discontinue any active medications as appropriate.

## If you have time - Discontinue a treatment plan

In this activity, you will practice discontinuing a treatment plan.

* PATIENT: Jan

SCENARIO:

You also have the option to discontinue a plan without queuing up a future plan. To do so, click the Discontinue Plan button and give a Reason why. Remember to discontinue any of her active medications when prompted.

# Advanced Treatment Plan Modifications

* Two ways to make dose modifications:
	+ 1. By opening the individual chemo order (usual workflow for all providers).
	+ 2. Highlight the order and click the ‘Actions’ button and click ‘Modify Dose’.
		- This brings up a Dose Modification window which allows a percentage change of the Original or the Current dose.

## Suggestions for Chemotherapy

In this activity you'll practice making dose modifications to chemotherapy orders in a treatment plan first, with signed orders, and then second, with released orders.

* PATIENT: Eva

SCENARIO:

The nurse has called you about Eva’s lab results. The provider wants to reduce the dose of her chemo orders for her infusion visit today. Orders have been signed, but not released by the nurse yet. First you want to take a look at any suggested modifications based on her results.

TRY IT OUT:

* Open your Eva patient's chart.
* Open the Synopsis to review her labs.
* Select the Treatment navigator and scroll to the Treatment Plan.
	+ Reminder: If you do NOT click on Edit Plan, then only the current cycle is editable, and any changes are only applied to this day only. The Manager allows to propagate the orders.
* Click Edit Plan.
* Open the Order Composer of the DOXOrubicin by selecting the hyperlink.
* Review the suggested modifications, the conditions to which they apply, and the reference materials provided.
	+ Doxorubicin modification box is custom built for this protocol. If you click ‘custom’, then required stop sign appears.
	+ If labs are drawn, the report pulls in lab info.
* Apply the suggested modification of 25% of original dose, select a modify reason, and leave a comment.
	+ Note: Assume patient’s Total bili is elevated.
* Apply the change to all cycles.
	+ Reminder: If in Treatment Plan, cannot propagate orders. If in Treatment Plan Manager, can propagate orders.
	+ Note this order is no longer signed.
* Back in the Treatment Plan Manager, take a look at the chemotherapy orders in the treatment plan. Does the summary sentence display your modifications?
	+ The percentage of original dose should be displayed in the summary sentences of your chemotherapy orders.
* Next, you need to reduce Eva’s remaining chemotherapy orders but this time using the Modify Dose action hidden in the ‘Actions’ button. (Both methods are appropriate).
	+ Click Modify Dose or click on the cyclophosphamide order to open the window.
	+ Note that when you use “Modify dose”, you get the dose reduction and propagation functions in one step.
* Reduce the chemotherapy dose by selecting a percentage of the original dose.
* Select a modify reason (prefer a discrete reason over free-text comments) and leave a comment.
* Propagate the change to all cycles.
* Adjust the Benadryl order to 25 mg dose.
	+ Note: cannot have dose ranges.
* Propagate the change to the Benadryl to all cycles.
* Resolve any remaining hard stops on Eva’s orders.
* Next, Sign and Release the orders so that you can practice modifying released orders.
	+ Hint: scroll to the top of the Day 1, Cycle 1 to click the Release button so that all orders are signed and released simultaneously.
* The Order Start Times pop-up window appears:
	+ This tool allows the nurse to specify the due times for treatment plan medications. This allows the nurse some flexibility to account for medication delivery time from the pharmacy and other delays.
	+ Adjusting the start time here will adjust the due times on the MAR.
	+ Once the orders are released, the pharmacy can verify and prepare the meds and the nurse can continue with documentation by preparing to administer Eva’s meds. The pharmacy can also use the Order Start Times window to (re)adjust start times based on pharmacy workload.
	+ The order the medications appear in this window is the order on the MAR.
		- If not correct, then select Cancel, rearrange the order in Treatment Plan Manager (drag and drop), then re-sign and release.
* Change the time to an appropriate time.
* Click Accept.
* Click through any diagnosis pop-ups.
* Fill out the Providers window.
* Click Accept.
* Click through the Order Validation pop-up.
* Point out the icon change to indicate the orders are signed and released.
* Go to the MAR.
* Point out the buttons available at the top for adjusting the due times.
* These buttons allow the nurse to adjust the due times from the MAR if needed.
	+ Adjust Due Times: to modify individual medication times
	+ Adjust treatment start times: to adjust the entire regimen
	+ Treatment plan start times can be adjusted until the administration of the first medication.
* Close out of Eva’s chart.
* Go to the Verify Queue.

# Intervening on a Treatment Plan

## Modifying a Current Treatment Plan Order

In this activity you'll practice intervening on a patient’s current treatment.

* PATIENT: Eva

SCENARIO:

Now that the orders have been signed and released, you need to verify Eva’s orders. While in the Verify Queue, it has come to your attention that you need to round the doses for today’s dose and all future doses.

TRY IT OUT:

* Note:
	+ Aspirus Pharmacy has a policy that allows pharmacists to round doses within 10% for chemotherapy and 10% for oncology biologics withOUT a physician signature.
	+ If the patient’s weight changes by more than 10% from the treatment plan weight, then the pharmacist can change the treatment plan weight within the protocol.
	+ You can round the dose in the Verify Orders activity and then updates the future doses in the Treatment Plan Manager. However, this does NOT give the best accurate records.
	+ Best practice: update the Treatment plan for today’s dose and future cycle doses within the Treatment Plan so that all documentation is correct.
* You will try both methods with this example to compare the difference.
* Find and open your Eva’s chart from the Verification Queue.
* Open the Order Details for the doxorubicin.
* Round the doxorubicin dose:
	+ Click Edit Clinical & Dispensing Information.
	+ Adjust the dose.
* Click Back to Summary.
* Verify the doxorubicin.
	+ Note: Do not round the dose of cyclophosphamide, you will round the dose momentarily.
* Open the Treatment navigator and the Treatment Plan section to see today's orders
	+ Hint: Making the change from the Treatment Plan provides a clear audit trail in the Treatment Plan for others to see and reconcile. But the Springboard report DOES show the rounding changes.
* From the Treatment Plan section of the Treatment navigator, modify Eva’s cyclophosphamide order for the current treatment day.
	+ Hint: Once you've clicked ‘Modify’ order button you should be taken to the order composer in Order Entry to make your change.
* Click Modify for the cyclophosphamide
* Modify the dose and select a Modify Reason of Rounding per Policy
* Sign & Verify the modified order and don't forget to enter the correct Order Mode based on the change you made.
	+ Hint: The order sometimes doesn't require a cosign because it is per protocol.
	+ Hint: The Ordering provider is the Treatment Plan provider.
* Note: once an order is released, modifying the order no longer propagates to future orders, hence the double correction. You will do the next part of this correction in a moment.
* Return to the Treatment navigator.
* Scroll to the cyclophosphamide.
* Review the note indicating that you changed the order and should now show the new dose.
	+ Compare the changes to the doxorubicin and cyclophosphamide orders.

## Modifying Future Treatment Plan Orders

In this activity you'll practice intervening on a patient’s future treatment.

* PATIENT: Eva

SCENARIO:

Now for Eva, you need to modify her future treatment plan orders by making a change in the Treatment Plan Manager and propagating that change to future days and cycles.

TRY IT OUT:

* Open Eva’s chart if you are not there already.
* Select the Treatment navigator.
* Open the Treatment Plan Manager by selecting Edit Plan.
* Scroll to today's treatment day.
* Do you see your changes to the cyclophosphamide order?
	+ Hint: You should be able to see your earlier changes.
* Scroll to the following treatment day (Cycle 2) and open the order to modify the cyclophosphamide order with the correct dose.
* Modify the dose.
	+ Make sure to propagate the change to all future orders.
* Scroll to a future cycle.
* The cyclophosphamide order should reflect the change you just made.
* Repeat the process for the doxorubicin orders.
* Close out of Eva’s chart.

# Manage therapy plans

## Apply a therapy plan

In this activity you'll practice applying a therapy plan to a patient.

* PATIENT: Jan

SCENARIO:

Jan’s cancer has spread to the bone. You want to apply a therapy protocol to treat her bone metastasis as a part of an overall cancer treatment - outside of chemotherapy.

TRY IT OUT:

* Open your patient's chart and navigate to the Treatment activity.
* Similar to treatment plans, begin with protocols that are non-patient specific.
* Differences between therapy plans and treatment plans:
	+ Treatment plans are for managing chemotherapy
	+ Therapy plans are used for non-chemotherapy standing orders that occur repeatedly, over time, and need to cross patient visits
	+ Providers can enter and sign orders for a patient's entire therapy at once and plans can continue indefinitely
	+ Therapy plans do not include oncology tools such as treatment weight and dosing
* Open Bone Health.
* You can favorite and preview Therapy Plans just as you do Treatment Plans.
* Note the search bar – you can quickly find a protocol if you don't want to look through list
* Find and preview the appropriate Zoledronic Acid (Zometa) Infusion therapy plan under Bone Heath.
* Select the therapy plan.
	+ Complete the Plan Start date of today.
	+ Enter in your Lead provider (or an oncologist if the training MD doesn’t work)
	+ Hint: Don't forget to associate a diagnosis with the plan (I.e. iron-deficiency anemia for iron products)
	+ Assign Plan
* Review the navigation window.
	+ Note the Yellow box: “Plan Not Signed. Select orders to include in the plan, then click Sign Plan to activate the plan and sign the orders. Only orders that have been selected will be included in the plan.”
* Review column headers and sections.
* Select the zoledronic acid (Zometa) 4 mg infusion for Every 21 Days (I.e. check the box).
* Click the summary sentence to open order details.
* [Order Schedule](http://aspirusintranet/Uploads/Public/Documents/EMR-Tipsheets/Ambulatory%20and%20Inpatient/2015/Therapy%20Plan%20Interval%20and%20Duration%20Info.pdf) - Most therapy plans already have the set, but you may need to modify it. Order Schedule determines which treatment days need this order.
	+ Interval – how often the order should show as “due” for the patient.
		- Daily = ‘every x days’. This is the defaulted and appliable interval for most plans.
		- Every visit = not recommended. Use for pre medications if the main order has a mixed interval (loading doses) or complicated main order (IVIG)
	+ Duration – how many times the patient should receive the medication/order (total course of treatment).
	+ Note: there is a Therapy Plan Interval and Duration Informaiton Tip Sheet for reference.
* Order Details – medication name, route, frequency, etc.
	+ Frequency should most often be ‘once’, as the med will only be given one time per treatment day. Exception to rule is PRN.
* Accept the Zometa. Also select the Provider Communication order.
* Sign the Therapy Plan.
	+ Check only the orders you want to include. Once you sign the plan, any unchecked orders will be automatically removed for you.
* Add a new medication order to the therapy plan: acetaminophen or another med of your choice
* Give the new order the correct order category and the same interval as the other therapy plan orders.
	+ Category = Medications
	+ Interval = Daily (match the original order if it makes sense to do so)
	+ Every 21 days
* Make any changes and fill out any required fields as necessary for the order.
	+ Hint: There should not be an actual time displayed for the order. Instead it should say starting at treatment start time or starting when released.
* Click Accept.
* Sign all of the therapy plan orders.
	+ Hint: Use the Select Unsigned and **Sign** buttons.
* Now we want to Release the orders, which the RN does upon admit.
* Move to ‘Treatment’ tab and select ‘Begin Treatment 1’
	+ Once all orders are selected, you can now select Release
	+ Bypass the Order Start Times window.
* Go to Verify Orders activity for Jan.
* Find the zoledronic acid (Zometa) 4 mg infusion order.
	+ Here you discover patient has a renal function that warrents a dose reduction due to chronic renal dysfunction (CrCl 30—39 ml/min: Reduce dose to 3 mg IV per Clinical Pharmacology)
* Adjust today’s dose by adjusting in the Verify Orders activity. (Note: Rejecting and Reordering would be an appropriate option as well)
	+ Click Edit Clinical & Dispensing Information.
	+ Edit the dose.
	+ Verify Order.
* Return to Therapy Plan and select Edit Plan tab to update the future doses.
	+ Modify order and add any admin instructions notes (i.e. dose is renally dose adjusted per protocol)
	+ Sign (Hint: use correct order mode)
* Since we already verified the modified order for Zometa, move to the MAR to administer the dose.
	+ Note: This is to see how documented doses will look in the Synopsis.
	+ Click on the due time button for the Zometa.
	+ Fill in any required fields.
	+ Click Accept.
* Check the order in Synopsis under Supportive Care Medication
	+ Click Synopsis and open Med Onc.
	+ Note the administration information.
* At completion of infusion, RN will ‘complete the day’, just like a treatment plan.
* Return to the Treatment activity.
* Scroll to top of Treatment
	+ In “Plan Summary”, there is a list of Treatment Plans and Therapy Plans that are due. If RN forgets to complete a day, then these dates are inaccurate.
* In general if you are applying a new treatment plan, assign a Line Care Therapy plan too.