COA ADVANCED PRACTICE PROVIDER CALL

Tuesday, November 15th, 12:30 pm ET
CAPP Co-Chairs:

Sarah Alexander, NP-C, Lake Norman Oncology
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Diana Youngs, ANCP, North Shore Hematology Oncology
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Reminders:

▪ The call will be recorded. Access to the recording will be placed on the CAPP website.

▪ Callers will be muted once the call begins. Toggle between mute and unmute with *6.

▪ Please do not place our call on “hold” while unmuted.
General News

▪ Medicare Part B Experiment is on hold and possibly permanently.
▪ The Medicare Part B Physician Fee Schedule came out. Minimal impact to all oncology service lines.
▪ Caremark has lifted restriction to prevent oncology teams from dispensing. However, there are other issues that are impacting cancer care teams.
▪ Continue to use the listserv capp@lists.coacancer.org for discussions between your peers.
APP TRAINING AND ORIENTATION

Marsha DeVita, ANP-BC, AOCN
Chief Clinical Officer
Hematology Oncology Associates of Central New York
Time and components will vary based on APP experience and team services.

See the CAPP web site for a template that can be modified for your use.

The following is the new APP orientation and planning outline used by Hematology Oncology Associates of Central New York.
Shadow MD for 3-4 weeks  (Dates: __________ to __________)

- Focus on learning from MD
  - Observe MD interaction with patients and team. Participate in Huddles, learn about disease, process, resources, roles of team members, documentation of progress notes, consult notes, new treatment order, reading a pathology report, stages of cancer, types of cancers, patient symptoms, therapies offered, correlating tumor markers, imaging and disease status. Observing why treatments change and toxicities.

- Learn way around EMR to find important information
  - New Patient Referral forms, consult notes, outside MD notes, pathology reports, imaging, labs drawn at HOA, outside labs, clinician worksheet, where patient is on treatment, allergies, medication list, orders, alerts, advance directives, hospital records, QCL’s, notes, progress notes, ROI (release of information), medical release, demographics, patient self history, dietician, social work, physical therapy notes, RN assessments, treatment note, c-ord hx.
Work with NP for 3-4 months (Trainer check box when completed)

- Continue to find way around chart and demonstrate ability to locate information
- Learn and demonstrate ability to enter orders for follow up visits, lab appointments, lab tests, referrals, transfusions, Infusion, Imaging, chemo, QCL’s, prescription refill work list, authorizations, request records, navigator and new treatment order, CT’s – contrast and lab requirements, MRI and lab requirements, Interventional Radiology and guidelines
- Participate in huddle
- Start seeing patients with NP
- Discuss and Review CBC AGC/granulocyte/neutrophil calculation
- Discuss and Review CBC platelets related to chemo
- Discuss and Review Transfusion parameters and Hgb HCT
- Discuss and review Chemistry Profile related to treatments and Cancer
- Discuss and review tumor markers
- Demonstrate Documentation PN (review for content and accuracy)
- Code Capture
- Start taking 1-2 patients off NP schedule and putting on own schedule
Familiarize self with patients history, discuss with mentor, complete assessment, discuss assessment and plan, document, mentor sees patient with new NP/PA
Open own limited schedule
Telephone triage
Chemo Teach, chemo treatment plan and consent (review process, document)
Chemo Orders-discuss drugs, regimens, resources, toxicities and see list below*
Scheduling follow visits and infusion appointments appropriately
Evaluating Response to treatment with imaging, tumor markers, symptoms
Note Date Started Writing Chemo Orders with direct supervision ______________
Code capture chemo teach
Non chemo teaching and consent
Navigator and chemo orders
E-prescribing
Narcotics and e-prescribing (see patients monthly)
REMS
Sick calls
My Risk, Oncotype, BRACA
- Infusion questions-observe, discuss and begin to answer
- Infusion reactions-observe, discuss and begin to participate
- Emergency Team-shadow emergency team response for 4 weeks
- Oncologic emergencies
  - Spinal Cord Compression
  - Superior vena cava syndrome
  - Tumor Lysis
  - Cardiac Tampanade
  - Hypercalcemia
  - Brain Tumor with Edema/Shift
  - Hypercalcemia
- SW distress tool & referrals (meet and greet, counseling, financial help)
- Dietician referrals-understand and verbalize when appropriate
- Cancer Rehab-referral to Janine-understand when appropriate and how to make ref
- Admit to hospital from office-observe and verbalize process
- Chemo admit-discuss, observe and notify hospital NP in advance
- Office hydration-understand when indicated, process and how to order
- Non chemo drugs-discuss non chemo drugs and how to order
- Observe Bone Marrow Biopsy
- Training bone marrow (following training for follow up, chemo teach, sick visits)
- Treatment summary and follow up care plan/survivorship visit-observe and complete
- Find Resources on intranet
- Policies for drugs, clinical, infusion (find and discuss)
- Blood Component Order Forms (complete)
- Hospital Forms (Find)
- Occurrence report forms (find and discuss)
- Needlestick and Exposure reports (find on intranet)
- Consents for chemo and non chemo
  - Look up drug information
  - Shadow in hospital for 2 weeks
- Clinical Trials – find, discuss
Chemo orders (Pharmacist and NP and after chemo bio course)

- MD selection of New Tx Order
- NP/PA Initiate Care Plan-starts chemo auth
- Selecting Care Plan
- Chemotherapy Pathways
- Match diagnosis & Line of Therapy
- Intent of therapy
- Calculate BSA
- Calculate AGC
- Using Carboplatin Calculator
- Doses
- Dose adjustments (one time, always)
- Moving a cycle
- Moving all cycles
- Modifying a care plan
- Discontinuing a care plan
- Clinical Trials and Co-signing by MD
- Using favorites
Complete chemo bio course before writing orders
Understand system of checks
Understand drugs that require organ function monitoring prior to and throughout treatment
Be familiar with steps of EMR chemo order writing
Relate chemo regimens to diseases and use resources to find information
Verbalize Understanding regarding length of chemo cycle for drug regimens using resources
Check toxicities to make sure patient is able to receive chemo
Familiarize self with the care plan library and HOA pathways
Find chemo drug policies on the intranet
Find the clinical policies on intranet
Observe RN check
Orders must be cosigned (written under direct supervision of experienced MD/NP?PA for 3 at least months)
- Shadow in infusion
  - ½ day charge nurse
  - 1 day RN in first 6 weeks
  - 1 week shadow RN within first 12 weeks (try to shadow when a NP is there)
  - 2 hrs in pharmacy (infusion pharmacy and dispensing pharmacy)
- Radiation & CT
  - Shadow RT NP for 2-3 days
  - Shadow CT for a couple of hours
- MIC & IR
  - Shadow Port Insertion at MIC IR for a few hours up to a day
- Social Work, Dietician, Physical Therapist
  - 1 hour with each
- Meet with coder after start writing notes and seeing patients
  - Meet with the following
    - Administration
    - Lab
    - Research
    - Coding
EMR Training and Use

- Setting Filters, Tabs, Resetting Windows, Global settings, QCL’s, Notes, Palabra, making a progress note, lab settings, home space, recovering global settings
- Adding diagnosis (date diagnosed)
- Adding stage (date staged)
- Use test patients (ZZZtest) to find things and practice with orders

**Finding/viewing the following:**

- Labs (internal and external)-diagnosis, reason for test
- Viewing progress notes
- Outside notes
- Imaging
- Prescriptions
- Prescription Refill Work List
- Orders
- Hospital records
- Consult notes
- Orders
• Navigator
• Important information
• Transfusion orders,
• Diagnosis
• Stage
• ROI
• Op notes
• Pathology reports
• Hospice
• Home care
• Nurses Assessment
• Treatment Note
• MAR (medication administration record)
• Consent
• Chemo orders given elsewhere
• Demographics
• Med list
• Hospice info
• Alerts-port, HOH, advance directives
• Allergies
• Triage assessment
How to enter orders:

- Create order
- Create verbal order
- Approve order
- Authenticate verbal order
- Void order
- Cancel order
- Chemo orders (special class for this)
- Order infusion level appointments
- Order lab appointment
- Order CT/other images
- Order follow up appointment
- Order specific lab test
- Order genetic testing
- Order referral
- Order transfusion in EMR (still need to do blood component order form)
- Notifications—new order, order stat, order urgent, order routine, records request, send records to, narcotic monitor program
- Patient Rx Center, check out qcl
- Pre infusion verification, exception order form
<table>
<thead>
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<th>Hours</th>
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<tr>
<td>ONS Courses</td>
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<tr>
<td>Cancer Basics</td>
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<td>Cancer Biology</td>
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<td>Chemotherapy Biotherapy Fundamentals of Administration</td>
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<td>Symptom Management-Oncology APN</td>
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<td>Breast Cancer: Survivorship &amp; Quality of Life</td>
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<td>Cancer Genetics (after 6 months)</td>
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Review Check List and Progress at 3 months:

Review Check List and Progress at 6 Months:
CAPP – Future Networking

- No CAPP call during December or January
- CAPP meeting during Community Oncology Conference April 27–28, 2017, Gaylord National Hotel and Convention Center
DISCUSSION/QUESTIONS

Next CAPP Call – Tuesday 2/21/17 12:30 PM