

Chemotherapy Product Preparation Checklist for Pharmacists

Performance Criteria	Critical Behaviors	Criteria Met	Criteria Not Met (write recommendations for improvement)
	Demonstrates proper infection control (removes jewelry, ties back long hair, uses proper hand washing technique, etc)		
	Demonstrates understanding that cytotoxic and other hazardous medications must not be prepared in laminar flow hood utilized for preparation of other sterile products. Chemotherapy medications should only be prepared in chemotherapy hood (biological safety cabinet)		
	Correct medications, solutions, and supplies placed in hood appropriately to prevent blocking air flow. Nonessential items kept outside of hood		
	Checks all product labels and source containers three times: during set up, preparation, and before removing from hood to ensure accurate product selection		
	Understands the importance of preparing and labeling one product at a time in hood		
	Demonstrates understanding of air flow in chemotherapy hood, maintains flow of clean air over objects in the hood, does not interrupt air flow, works at least 3 inches away from the air intake grills inside of hood, and works effectively within the hood		
	Demonstrates proper technique while swabbing, entering, and withdrawing fluid from vials, ampules, and bags. Does not touch or contaminate components that must remain sterile		
	Minimizes positive pressure in vials during reconstitution or withdrawal of medication. Does not aspirate at any time. Any excess remains in vial		
	Demonstrates correct use of appropriate transfer devices and filter needles		
	Demonstrates correct usage of protective devices		
	Uses correct amounts of solutions and additives in compounding. Verifies amount of each additive prior to injecting into the container		
	Inspects the final admixture for punctures, incompatibilities, cores, and particulate matter		
	Demonstrates proper labeling and initialing of products		
	Demonstrates proper knowledge of expiration dating, storage requirements, special handling, base solutions, etc. Knows where to find information using references		
	Demonstrates proper knowledge that glass shield on chemotherapy hood must be raised no more than 8 inches		
	Demonstrates how to calculate doses of chemotherapy medications using weight-based (mg/kg) and body surface area (mg/m²) calculations		
	Demonstrates correct way to enter chemotherapy order in computer		
	Demonstrates proper disposal of chemotherapy medications and supplies used in preparation		
	Demonstrates understanding of procedures for chemotherapy spill inside or outside the hood and can locate spill kit		
	Demonstrates knowledge of different IV sets used in the preparation of chemotherapy (filters, secondary sets, etc)		
	Demonstrates method of priming IV sets with plain IV fluids BEFORE chemotherapy medications added		
	Demonstrates method of using glass bottles in the preparation of certain chemo agents (eg, Taxol)		
	Demonstrates understanding of special procedures for packaging and delivering intrathecal chemotherapy		

Associate signature: _____

Validator signature: _____