

ANMC Department Service Agreement Surgery and Oncology Departments

The following is a collaborative service agreement between Surgery and Oncology departments. The Departments agree on the following scope of practice for the provision of primary and specialty care.

Core Competencies:

Surgery will provide the following core services:

- Treatment and complex work-up of a surgical diagnosis and surgical intervention including neoplasms.
- Vascular access for chemotherapy.
- Initiate staging evaluations for newly diagnosed cancers.
- Endoscopy and cancer follow-up, where appropriate.
- Initiate Social Services consultation, if necessary.
- Initiate Radiation Oncology consultation, if necessary.
- Telephone consultation when requested
- Evaluate, counsel, and recommend high risk patients for breast cancer chemo prevention, and initiate therapy for those patients who elect to start.
- Post-operative pain management as appropriate for the surgical procedure and patient (to be dictated into discharge note). First refill to be at the discretion of the health provider. Further refills by assessment and evaluation by the provider.
- Arrange for medical equipment: prosthesis, tubes, colostomy supplies, etc. as necessary.

Oncology will provide the following core services:

- Oncology clinic will serve as a resource in the management of chemotherapy treatment and its complications and other cancer related issues
- Telephone consultation when requested
- Evaluate for and administer chemotherapy as indicated.
- Assist with chemotherapy symptom management
- Case management for cancer related medical interventions during acute phase of cancer care.
- Initiate staging evaluations for newly diagnosed cancers.
- Initiate Social Services consultation, if necessary.
- Initiate Radiation Oncology consultation, if necessary.
- Revise and update chemoprevention guidelines as needed with multi disciplinary input.

Access Agreements

Surgery will provide the following access:

- All patients will be offered an appointment within one day for any problem
- All patients requiring an operating room surgical intervention will be offered an OR time within 5 days of that determination
- Immediate access for urgent and emergent conditions

Oncology will provide the following access:

- See inpatients and outpatients in the Oncology Clinic after the referral form has been sent and the final pathology report is available, regardless of when the patient is discussed at Tumor Board.
- All patients will be offered an appointment within one day for any problem.
- Immediate access for urgent and emergent conditions.

Consultation / Treatment Process:

- Case Manager to Case Manager contact via phone or fax to schedule appointments
- 8:30 a.m. – 4:30 p.m. use standard ANMC evaluation and consultation process (see flowchart).

- 4:30 p.m. – 8:30 a.m. fax / scan evaluation and consultation form to Oncology

Communication Process:

- Care coordination between Surgery case manager and Oncology nurse specialist
- Communication between Surgery provider and Oncology provider when necessary
- Dictated summary of consultation, hospitalization, and surgery outlining findings and recommendations for care on all patients to include pain management and anticipated follow-up.

Consultation / Treatment Guidelines

- Cancer post treatment guidelines
- Colo-rectal screening guidelines
- Breast disease screening guidelines
- Breast cancer chemo prevention guidelines (to be developed)

Quality Assurance Agreements

- Surgery and Oncology will establish standards of care for the provision of health care.
- Training and education needs will be developed based on these standards of care and shall be provided by either service as requested to the other. Each service is responsible for responding in a timely manner.
- Quality assurance measures will be developed and monitored based on these standards of care.
- Quality review of the system will occur on a regular basis. Metrics to include:
 - % of time guidelines are met
 - % of time processes are followed
 - % of time adequate information is provided
 - % of time appointment is booked using the phone process
 - % of dictation consultation summary received

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