

# High-Risk Medicine Standard: Vinca alkaloids IMPLEMENTATION CHECKLIST

Last updated: 26 February 2024. **Printed copies are uncontrolled and should not be relied upon as up to date.**

Completion of this checklist is not mandatory. Health services may wish to use this tool to monitor compliance with the High-Risk Medicine Standard: Vinca alkaloids. For the most up to date standard, refer to the Vinca alkaloids [webpage](#).

Facility name/LHD: \_\_\_\_\_ Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Governance requirements

Adherence to the requirements specified in this standard is to be monitored by governance committees (for example, Drug and Therapeutics Committee) and service managers (including, but not limited to, Directors of Pharmacy and Nurse Unit Managers).

Governance requirements	Requirement met	Requirement unmet
<b>1. Storage and supply</b>		
1.1. Doses of vinca alkaloids are to be prepared in and administered from a mini-bag, not a syringe.		
1.2. All vinca alkaloids preparations, including outer wraps, are to be labelled with a prominent warning label such as, <b>“FOR INTRAVENOUS USE ONLY – CAN BE FATAL IF GIVEN BY OTHER ROUTES”</b> . The outer wrap must also state, “Do not remove covering until moment of infusion”.		
<b>2. Administration</b>		
2.1. Vinca alkaloids must only ever be administered intravenously.		
2.2. The relevant chemotherapy protocol is to be available to the administering clinician at the time of administration.		

Governance requirements	Requirement met	Requirement unmet
2.3. An independent second person check is to be employed when administering vinca alkaloids. The second person check processes are outlined in the NSW Health Policy Directive Medication Handling ( <a href="#">PD2022 032</a> ) including circumstances where a second person check is not mandated (for example, when a medicine is administered by an authorised prescriber).		
2.4. A drug administration <a href="#">time out</a> checklist is to be completed at the point of care prior to administering vinca alkaloids to ensure: <ul style="list-style-type: none"> <li>• correct patient name, drug, dose, and route have been checked on the bag label and confirmed against the medication order</li> <li>• correct time of administration, volume and rate is confirmed against the medication order and protocol</li> <li>• correct infusion line and connection is confirmed</li> <li>• it is <b>being administered by the intravenous route</b>.</li> </ul>		
<b>3. Other considerations</b>		
3.1. Procedures are to be followed that ensure safe administration techniques and stringent patient monitoring. Despite dilution, vinca alkaloids remain a vesicant and gravity infusions are preferred to avoid extravasation.		
3.2. Follow work health and safety procedures for the handling of any cytotoxic drug and related waste. This is to be in accordance with Safe Work NSW <a href="#">Cytotoxic Drugs and Related Waste – Risk Management</a> .		

<b>Action Plan</b>				
<i>Unmet requirement</i>	<i>Reason/comment(s)</i>	<i>Proposed steps to meet requirement</i>	<i>Timeframe</i>	<i>Person responsible</i>