

# Policy and Procedure

Create an infusion office training kit. Keep the following resources in a binder or online in an easily accessible format and location.

- ✓ Emergency procedures
- ✓ Patient information
  - > Medication guides
- ✓ Other practice-specific materials (ie, policies/procedures, referral sites, local emergency responders, etc)
- ✓ Protocols for adverse events
  - > How to manage anaphylaxis?
- ✓ Informed consent forms
- ✓ Continuing education resources

- ✓ Anaphylaxis Guidelines: 📄
- ✓ Priviligen (IVIG):
  - > Practitioner/Clinician Infusion Guide: 📄
  - > Patient Support Services (a top-line guide): 📄
- ✓ Medication Guides (a sampling of relevant guides is listed below; not an inclusive list)
  - > Omalizumab (Xolair): 📄
  - > Mepolizumab (Nucala): 📄
  - > Reslizumab (Cinqair): 📄
  - > Gammagard (IVIG or SCIG) FAQs: 📄
  - > Gamunex-C (IVIG or SCIG): Prescribing Information and Medication Guide: 📄

Sample Informed Consent Form

## Keep Office Policies and Procedures Current

Continuing education of your clinical IV/infusion staff is essential for keeping your internal policies and procedures current, evidence-based, and focused on best practices. Make sure your clinical staff completes ongoing training and has a direct stake in updating your IV/infusion policies.

### The 3 “P”s: Planning, Policy, and Procedure

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