

## TITLE

**CANCER CENTRE DESIGNATION REQUEST**SCOPE

Provincial

## DOCUMENT #

HCS-01-01

## APPROVAL AUTHORITY

Vice President, Quality &amp; Chief Medical Officer

## INITIAL EFFECTIVE DATE

October 8, 2010

## SPONSOR

CancerControl Alberta

## REVISION EFFECTIVE DATE

July 12, 2017

## PARENT DOCUMENT TITLE, TYPE AND NUMBER

Cancer Drug Administration to Outpatients Policy (#HCS-01)

## SCHEDULED REVIEW DATE

July 12, 2020

**NOTE:** The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

If you have any questions or comments regarding the information in this document, please contact the Policy & Forms Department at [policy@ahs.ca](mailto:policy@ahs.ca). The Policy & Forms website is the official source of current approved policies, procedures, directives, standards, protocols and guidelines.

**OBJECTIVE**

- This procedure sets out the process to request the establishment of a **Cancer Centre** for the purpose of **outpatient cancer drug** administration.

**APPLICABILITY**

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

**ELEMENTS****1. When Approval is Required**

- 1.1 If outpatient cancer drugs are to be administered in a location that is not a Cancer Centre, approval from the Chief Program Officer (CPO), CancerControl Alberta is required. Alberta Health Services (AHS) shall not cover drug costs incurred from the administration of outpatient cancer drugs at locations that are not Cancer Centres.

**2. Approval Process**

- 2.1 The accountability to obtain approval for Cancer Centre designation shall rest with the person who is proposing administration of outpatient cancer drugs in a location that is not a Cancer Centre.
- 2.2 Cancer Centre designation shall be requested by submitting the approved AHS *Cancer Centre Designation Request* Form to the office of the CPO, CancerControl Alberta.

- 2.3 The AHS *Cancer Centre Designation Request* Form must indicate:
- a) the name of the person making the request;
  - b) the date of the request;
  - c) the name of the proposed site;
  - d) rationale for the proposed location relative to established Cancer Centres;  
and
  - e) the signature of the Sector Lead supporting this request.
- 2.4 At the discretion of the CPO, CancerControl Alberta, additional information may be requested.
- 2.5 The CPO, CancerControl Alberta may reject or approve the request. If the CPO approves the request, the CPO may submit the request to the Minister of Alberta Health for ministerial approval. Ministerial approval of a proposed additional Cancer Centre is required before outpatient cancer drugs may be administered at the additional Cancer Centre.
- 2.6 Notification by the CPO, CancerControl Alberta will be sent to the requester and the Sector Lead upon the CPO's denial of the request or upon the approval or denial of the request by the Minister.
- 2.7 If the request is approved by the Minister of Alberta Health, the health care facility is required to participate and comply with standards set out in the Outpatient Cancer Drug Benefit Program, including but not limited to, cancer care education and training programs in appropriate circumstances.

## DEFINITIONS

**Cancer Centre** means the centres approved by the Minister of Alberta Health.

**Cancer drug** means a medication that is specified in the *Schedule of Cancer Drugs*, set out in the Outpatient Cancer Drug Benefit Program, established by order of the Minister of Alberta Health from time to time.

**Outpatient** means a patient staying at home or in another facility that is not a designated hospital in Alberta or who is accepted as a registered patient for goods or services offered or delivered by, on behalf of or in conjunction with Alberta Health Services, but who returns to their normal abode after the good or service is rendered or delivered.

## REFERENCES

- Alberta Health Services Governance Documents:
  - *Cancer Drug Administration to Outpatients Policy* (#HCS-01)
- Alberta Health Services Forms:
  - *Cancer Centre Designation Request Form* (#09658)
- Alberta Health Services Resources:
  - *Outpatient Cancer Drug Benefit Program*
- Non-Alberta Health Services Documents:
  - *Ministerial Order 50/2010* (Alberta Health)

## VERSION HISTORY

| Date          | Action Taken           |
|---------------|------------------------|
| July 12, 2017 | Non-substantive change |