

TITLE

EXTERNAL BEAM RADIATION THERAPY WAIT TIME: PATIENT NOTIFICATIONSCOPE

Provincial

DOCUMENT

HCS-03-03

APPROVAL AUTHORITY

Vice President, Quality & Chief Medical Officer

INITIAL EFFECTIVE DATE

April 1, 2011

SPONSOR

CancerControl Alberta

REVISION EFFECTIVE DATE

July 5, 2017

PARENT DOCUMENT TITLE, TYPE AND NUMBER

External Beam Radiation Therapy Wait Time Access Policy
(#HCS-03)

SCHEDULED REVIEW DATE

July 5, 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. The Policy & Forms website is the official source of current approved policies, procedures, directives, standards, protocols and guidelines.

OBJECTIVES

- To ensure that **eligible patients** who require **external beam radiation therapy** receive timely and accurate information regarding treatment site options in the event their **wait-time interval** exceeds 27 days.

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. Information Provided to Patients**

- 1.1 All eligible patients shall be provided with information on Alberta Health's *External Beam Radiation Therapy Access Policy* as part of their education package.
- 1.2 In the event that wait times for eligible patients requiring external beam radiation therapy will likely exceed, or exceeds the designated access target of 27 days, eligible patients may request information about options for **radiation therapy** at other sites.

2. Patient Requests Treatment to be Provided at an Alternate Site

- 2.1 As soon as the patient requests treatment at an alternate site, the Radiation Therapy Manager shall be informed.
- 2.2 In discussion with the eligible patient, the Radiation Therapy Manager shall confirm the eligible patient's wishes regarding transfer to an alternate site.
- a) If the **Radiation Oncologist** deems that the patient is medically appropriate for transfer and the eligible patient agrees to transfer, the Radiation Therapy Manager shall determine the radiation therapy facility with the next available appointment that will allow the access target to be met and accommodate the entire course of treatment.
- (i) If an alternate site is able to accept the eligible patient, the Radiation Therapy Manager shall confirm the receiving Radiation Oncologist and inform the sending Radiation Oncologist.
- The eligible patient shall be notified that transfer will proceed and given the name of the receiving Radiation Oncologist and advised of next steps.
- (ii) If an alternate site is not able to accept the eligible patient, the radiation therapy manager shall inform the eligible patient and advise the eligible patient that therapy at the **home site** will be booked as soon as possible.
- b) If the eligible patient rejects transfer, the Radiation Therapy Manager shall advise the eligible patient that therapy at the home site will be booked as soon as possible.

3. Communication of Treatment Options (Transfer Not Medically Appropriate)

- 3.1 As soon as the Radiation Oncologist determines that transfer to an alternate therapy site is not medically appropriate, the Radiation Therapy Manager shall inform the patient and book therapy at the home site as soon as possible.

DEFINITIONS

Eligible patient means:

1. an Albertan who is registered with the Alberta Health Care Insurance Plan; or
2. a Canadian who is currently registered with a provincial or territorial health care insurance plan; and
3. an Albertan/Canadian who has been diagnosed with a cancer requiring external beam radiation therapy; and

4. an Albertan/Canadian for whom:
 - a) decision to treat; and
 - b) ready to treat date have been determined by a Radiation Oncologist in Alberta.

External beam radiation therapy means radiation therapy that directs radiation beams at cancer cells and surrounding tissue from a machine outside the body.

Home site means the initial cancer care radiation therapy facility location for the eligible patient.

Radiation oncologist means a regulated member, of the College of Physicians and Surgeons of Alberta under the *Health Professions Act (Alberta)*, who holds a practice permit respecting the practice of medicine, surgery or osteopathy, or a professional corporation registered with the College of Physicians and Surgeons of Alberta, and is entitled to use the title Radiation Oncologist, and is a physician with active attending staff privileges with Alberta Health Services as a Radiation Oncologist.

Radiation therapy means x-ray therapy radiation treatment, cobalt therapy, electron beam therapy or irradiation using high energy, penetrating waves or particles such as x-rays, gamma rays, proton rays or neutron rays to destroy cancer cells or keep them from reproducing; sometimes called radiotherapy.

Wait-time interval means the number of days an eligible patient waits from the ready-to-treat date (start of interval) to the start-of-treatment date (end of interval).

REFERENCES

- Alberta Health Services Governance Documents:
 - *External Beam Radiation Therapy Wait Time Access Policy (#HCS-03)*
 - *Determination of External Beam Radiation Therapy Wait Time Intervals Procedure (#HCS-03-01)*
- Alberta Health Services Resources:
 - *What You Need to Know About the External Beam Radiation Therapy Access Policy Information Sheet*

VERSION HISTORY

Date	Action Taken
July 05, 2017	Revised
July 14, 2017	Non-substantive change