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### Top Tips for Hospital Managers

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- Small institutions should eliminate the risk by outsourcing the preparation of cytotoxic drugs. Otherwise, centralise the preparation of cytotoxic drugs under the control of the pharmacy department.
- Involve the appropriate people within the pharmacy department in all aspects of planning and design and operation of cancer chemotherapy services.
- Ensure risk is minimised by i) separating people from the drugs by use of barriers (eg protective clothing, closed-systems, preparation in clean-rooms) ii) ensure containment equipment is well maintained (eg regular servicing of clean-room equipment) iii) only allow trained and validated staff to prepare drugs.
- Ensure written policies and procedures are developed, promulgated, implemented and evaluated throughout the institution.
- Communication is key.
- While protecting your employees from the hazards of cytotoxic drugs, and creating a safe work place for them will not be inexpensive, other hospital equipment is not cheap either e.g. compare to the cost of one radiotherapy machine.
- Finally, don't forget that you or a loved one may need their expertise one day.

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