

[Clinic or Hospital Logo]	SOP #	[Number]
	Effective	[Date]
	Approved	[Date]
	Next Review	[Date]
	Owner	[Name]
	Department	[Name]
	Tags	[Tags]
	Applicability	[Name of sites]

Transitioning Patients on Bispecific T-Cell Engagers (BTCEs) Between Care Settings

Where Did This Resource Come From?	
 Clinic/Hospital Type	Mid-sized, partially integrated clinic
 What's Unique?	<ul style="list-style-type: none"> Physicians have rounding privileges at the local hospitals Roles are clearly delineated for who owns specific parts of the transitions

1. Purpose

To establish protocols for transitioning patients receiving BTCEs between a clinic and a non-affiliated hospital, ensuring continuity of care and patient safety throughout the treatment process.

2. Scope

This SOP applies to all healthcare personnel involved in the treatment and transition of patients receiving a BTCE at [Clinic Name] and [Hospital Name].

3. Definitions

- Bispecific T-Cell Engager (BTCE):** Synthetic proteins that bind two distinct antigens: one targets the CD3 protein on T cells, and the other targets a specific cancer antigen, redirecting T cells to activate an antitumor immune response.
- Step-Up Dose:** A dosing strategy that starts with a lower dose and gradually increases it to effectively prime the immune system while minimizing adverse effects.

4. Procedure

Transitioning Patients from the Clinic to the Hospital

1. Pre-Transition/Pre-BTCE Dosing Preparation
 - a. Owner: Physician or Advanced Practice Provider

- b. Action: Confirm patient eligibility for step-up dosing and schedule the hospital admission. Arrange necessary pre-treatment evaluations (e.g., caregiver support, financial support, benefits verification)
- 2. Documentation Transfer
 - a. Owner: Nurse
 - b. Action: Prepare and securely transfer the patient's medical records, treatment plan, and transition of care documentation to the hospital.
- 3. Communication with the Hospital
 - a. Owners: Physician, Nurse
 - b. Action: Communicate with the hospital care team regarding the patient's treatment protocol, eligibility criteria, and potential adverse reactions.
- 4. Patient Education
 - a. Owners: Nurse, Pharmacist
 - b. Action: Provide the patient with education about the hospital stay procedure and the BTCE treatment.
- 5. Confirming Facility Readiness
 - a. Owner: Clinic Pharmacist
 - b. Action: Confirm that the hospital staff is trained and prepared to administer the BTCE.

Transitioning Patients from the Hospital Back to the Clinic

- 1. Post-Transition Coordination
 - a. Owner: Inpatient Nurse
 - b. Action: Schedule follow-up appointments at the clinic for maintenance dosing before the patient's discharge from the hospital.
- 2. Review Discharge Summary
 - a. Owners: Physician, Advanced Practice Provider, Nurse, Pharmacist
 - b. Action: Obtain and evaluate the hospital discharge summary for any treatment changes or new recommendations.
- 3. Patient Education
 - c. Owner: Clinic Nurse
 - d. Action: Reinforce patient education on maintenance dosing and address any concerns regarding ongoing treatment.
- 4. Medication Management
 - e. Owner: Pharmacist Action: Ensure the patient receives an updated medication list with dosing instructions and any new prescriptions.

5. Follow-Up Communication

- f. Owner: Inpatient Nurse
- g. Action: Establish follow-up communication strategies, confirming how the patient can reach out with questions or concerns during the transition phase.

6. Monitoring and Support

- a. Owner: Advanced Practice Provider and Clinic Nurse
- b. Action: Implement a monitoring strategy and schedule follow-up check-ins or appointments.

5. Revision History

Version #	Date	Description of Changes	Reviewed / Approved By