

## **Aria regimen building and validation process following protocol approval**

### **The Aria system administrator will:**

1. Ensure the drugs required for the regimen are available on Aria.
2. Check that required drugs are dose banded according to national dose banding tables and in accordance with dose banding SOP
3. Allocate regimen building to an appropriately trained person and support them with any problems and/or queries with regimen building
4. Email the nominated validating pharmacist when the regimen is ready for validation including:
  - The regimen name, version and date
  - The name of the builder
  - An approximate time scale for completion
  - The name of the nominated validating clinician
  - A list of nurses approved to validate, appropriate to regimen type
5. Support the validating pharmacist with any queries or problems with the regimen build that the pharmacist is not able to answer/resolve
6. Be first point of contact for any system access and navigation problems and queries from all validators
7. Regularly review the work plan and follow up outstanding validations
8. Receive all completed documentation and store electronically
9. System administrator will make network approved regimens live

### **The validating pharmacist will:**

1. Validate the regimen, referring any changes to the regimen builder
2. Forward the regimen and associated documents to the nominated clinician and nurse for validation and be first point of contact should clinical regimen queries arise
3. Receive from clinician and nurse **all** completed paperwork, including the following, as appropriate for regimen/validation type:
  - Validation checklist from clinician (not applicable for abridged validation)
  - Validation checklist from nurse (not applicable for abridged validation)
  - Screenshots – clinician (not applicable for abridged validation)
  - Screenshots – nurse (not applicable for abridged validation)
4. Ensure all validation documents are present and signed
5. Send documents electronically to system administrator
6. In the absence of the system administrator or for non—network approved regimens, the lead Trust pharmacist may be required to make regimens live

**At all stages of the build and validation process, the K&M SACT protocol should be accessed from the Knowledge Tree shared folders to ensure the most recent version is being used**

SOP No	KMCCEP001	Version	1	Supersedes version	N/A
Written by	H Downs	Checked by	Chemo EP Group	Date	July 18