


Standard Operating Procedure for the running of SACT reports from Aria

1. Accessing the SACT reports
 - Log in to Aria MO Manager
 - Select the Reports icon or select 'File' then 'Reports'
 - Select the 'Title' radio button under 'Search' and 'All' under 'Select Report Category' and scroll down to reports beginning 'SACT....'

2. Running the drug administration report to capture drugs marked 'Internal' and therefore given within the hospital
 - Click once on the first report 'SACT – Public Health Data – Patient Drug Administration Details – 2014' to select
 - Complete the report parameters as follows:
 - Institution: Select ward/department, hospital or trust. Do not select MTW NHS Trust as this will attempt to capture data for all trusts and leads to the system crashing
 - ID: For SACT dataset submission to the CIU, always select NHS number as the identifier
 - Start Date & End Date: Select from the calendar as required
 - Pending/Approved/All: Select as required
 - Include Non-Regimen: Select as required
 - Select Preview to start running the report
 - Once report has run, select the 'Export' icon 
 - Select the report format as 'Microsoft Excel 97-2000 (XLS)'
 - Select 'Excel format Options' as required (selected default options are acceptable but can be changed if required)
 - Save as per local guidelines

3. Running the drug dispensing report to capture drugs marked 'Pick-Up Internal' and therefore given to the patient to take home
 - Click once on the second report 'SACT – Public Health Data – Patient Drug Dispensed Details – 2014' to select
 - Complete the report parameters as follows:
 - Institution: Select ward/department, hospital or trust. Do not select MTW NHS Trust as this will attempt to capture data for all trusts and leads to the system crashing
 - ID: For SACT dataset submission to the CIU, always select NHS number as the identifier
 - Start Date & End Date: Select from the calendar as required
 - Select Preview to start running the report
 - Once report has run, select the 'Export' icon
 - Select the report format as 'Microsoft Excel 97-2000 (XLS)'
 - Select Excel format Options as required (selected default options are acceptable but can be changed if required)
 - Save as per local guidelines

Notes:

SACT reports MUST be run out-of-hours as they are very labour intensive and will cause the system to slow-down for all users at all sites.

For a complete SACT dataset report for submission to the CIU, both the administration and dispensing reports should be run to capture all SACT drugs both injectable and oral

The SACT reports will capture information on all drugs administered in the system and cannot differentiate between SACT drugs, supportive drugs and warning notes (all prefixed 'NB:...'). There will need to be manually removed from the report once it has been extracted from Aria