

COMPLETION OF VALIDATION FOR ADULT REGIMENS

Regimen name	Regimen version	Regimen Date*			
DOCUMENTATION CHECKS			Full Validation	Abridged Validation	
Signed documents received (tick all that apply according to validation type)					
Aria regimen validation summary and sign-off received					
Screenshots from pharmacist (not always needed for minor amendments)					
Event list & Prescription print-out from pharmacist (not always needed for minor amendments)					
Validation checklist from clinician					
Screenshots from clinician					
Validation checklist from nurse					
Screenshots from nurse					
Correct version of SOPs used					
All related CCFs returned and completed (check with system administrator if unsure)					
CONFIGURE ACCESS AND MAKE REGIMEN LIVE					✓ or N/A
Check that the protocol is in the FINAL folder in the document management system and that there are no versions in DRAFT					
Check that the correct version (the approved final draft), as stated on the regimen work plan has been used for the build and validation					
Update the references in Plan Summary with the final version number					
For K&M network approved regimens, grant access to all locations except Paediatric locations, TEST locations and Radiation Scheduling. Such regimens will be made available to all prescribers. For non-network approved regimens, ONLY grant access to adult locations within each Trust who have approved its use and exclude any prescribers prohibited from using the regimen. The lead e-prescribing pharmacist at each Trust will be authorised to allow its use within their Trust. For clinical Trials regimens, the lead clinical trials pharmacist will be authorised to allow it's use within their Trust					
Approve Plan - click 'Analyse' and then 'Approve for use'					
If amending or superseding a regimen, deactivate the previous regimen(s)/version(s)					
In Manager, using XXAccess, Test, check the regimen is available in one of the locations selected					
Create back up template prescription Non-MTW users ensure that the default printer is set to 'docu-printer' via File – Printer setup before proceeding Run the report: Manager - Reports – 'Prescriptions – Daily doses – Template – QA CUSTOM' - Enter *Plan Name* - 'Preview' then Save the report: For MTW users: Click the 'Export' icon. For non-MTW users: Click the 'Print' icon					
Upload the template to the regimen library in the document management system.					
Inform the system administrator who will inform relevant users. In their absence, inform the relevant pharmacy leads					
Print name					
Signed					
Designation			Date		
ONCE COMPLETED, SAVE THIS FORM WITH THE VALIDATION DOCUMENTS IN THE DOCUMENT MANAGEMENT SYSTEM					

* Regimen date should be the date the regimen was first created. This can be found in the Modify Plan window – Definition tab. Click on the Audit symbol and enter the created date