



**ARIA CHECKLIST: CONSULTANT VALIDATION - CHEMOTHERAPY REGIMENS**

<b>Regimen name</b>		<b>Regimen version</b>		<b>Regimen Date</b>	
<b>Test Patient name</b>		<b>Cycles to be ordered</b>			
<b>References used</b>					

LOG IN TO ARIA MANAGER AT "[TEST LOCATION - OUTPATIENT](#)" AND OPEN THE RECORD OF THE TESTPATIENT STATED ABOVE THEN GO TO THE "Rx" ICON

ACTION	✓ or X
a) Does the regimen appear in the correct folder(s)?	
b) Next to the drop down menu bar check that the cycle length is correct?	
c) Is the standard number of cycles correct?	
d) Do all treatment days appear and are the appropriate drugs listed for each day?	
e) Click on the Information text box  on the right-hand side to open up the Plan Summary window. Check that all of the information is correct and matches the treatment protocol. This should include: Regimen name and indication, Treatment drugs, doses, routes and days, Treatment intent, Cycle length and course duration, References (including change control), Signpost to full protocol	
<b>ORDER YOUR REGIMEN FOR TEST PATIENT, THEN CHECK THE FOLLOWING</b>	
f) For each drug, are the following details correct, where applicable? Form, Administration route, Frequency, Diluent type and volume, Infusion duration	
g) Are all doses, flat and calculated, correct according to the protocol?	
h) If there are any drug-specific administration instructions, check that they are correct by clicking on the Admin instructions 	
<b>TAKE A SCREENSHOT OF THE REGIMEN AT 100% AND SAVE IN A WORD DOCUMENT</b>	
<b>HIGHLIGHT AN AGENT AND CLICK ON THE ADJUST DOSE BUTTON. APPLY A DOSE REDUCTION TO ALL <u>SACT</u> DRUGS. EACH DRUG MUST BE DOSE-REDUCED INDIVIDUALLY (<u>DO NOT</u> USE THE 'CHANGE CHEMO' OR 'CHANGE ALL' BUTTONS).</b>	
i) Have the dose reductions been calculated and capped/banded/rounded appropriately?	
<b>TAKE A SCREENSHOT OF THE REGIMEN AT THE REDUCED DOSE AND SAVE IN A WORD DOCUMENT</b>	
<b>COMPLETE THE 'ORDERED BY', 'START ON' (ENTER TODAY'S DATE), 'LINE OF TX', 'TX INTENT' AND 'TX USE' FIELDS, THEN CLICK 'APPROVE ALL' BUTTON TO APPROVE THE TREATMENT CYCLE.</b>	
j) In the 'Treatment' tab, does all the information appear as ordered, for cycle 1?	
k) If the regimen consists of multiple treatment days are these scheduled at the correct intervals?	
l) Has the dose reduction been carried forward correctly to all unordered cycles?	
<b>IF THE REGIMEN CONSISTS OF SEVERAL CYCLES SET UP DIFFERENTLY (E.G. FEC-T), EACH DIFFERENT CYCLE MUST BE TESTED BY ORDERING EACH CYCLE AND REPEATING SECTIONS 3-5.</b>	
<b>ERRORS/COMMENTS</b>	

<b>I confirm that the regimen has passed all required tests</b>			
<b>Validation Completed by</b>		<b>Signed</b>	
<b>Designation</b>		<b>Date</b>	


**ARIA CHECKLIST: CONSULTANT VALIDATION – SUPPORT REGIMENS**

<b>Regimen name</b>		<b>Regimen version</b>		<b>Regimen Date</b>	
<b>Test Patient name</b>		<b>Cycles to be ordered</b>			
<b>References used</b>					

LOG IN TO ARIA MANAGER AT “TEST LOCATION - OUTPATIENT” AND OPEN THE RECORD OF THE TESTPATIENT STATED ABOVE THEN GO TO THE “Rx” ICON

FOR SUPPORT REGIMENS THAT WILL BE PRESCRIBED WITH A CHEMO REGIMEN, SELECT THE ORDERS/RX TAB, HIGHLIGHT THE PENDING ORDER AND SELECT MODIFY

FOR SUPPORT REGIMENS THAT WILL BE PRESCRIBED ALONE SELECT THE ORDERS/RX TAB THEN ‘NEW’ BUTTON FROM THE NEW PRESCRIPTION WINDOW COMPLETE THE “ORDERED BY” FIELD BY SELECTING DR. MD VARIAN

ACTION	✓ or X
SELECT THE FAVORITES BUTTON, SELECT “SUPPORT” THEN CLICK ONCE ON THE REQUIRED PLAN	
a) Does the support regimen appear in the correct folder(s)?	
b) Next to the support regimen name, check that the cycle length is correct?	
c) Is the standard number of cycles correct?	
ORDER YOUR REGIMEN FOR TEST PATIENT, THEN CHECK THE FOLLOWING	
d) For each drug, are the following details correct, where applicable? Form, Administration route, Frequency, Diluent type and volume, Infusion duration	
f) Are all doses, flat and calculated, correct according to the protocol?	
g) If there are any drug-specific administration instructions, check that they are correct by clicking on the Admin instructions 	
TAKE A SCREENSHOT OF THE REGIMEN AT 100% AND SAVE IN A WORD DOCUMENT	
HIGHLIGHT AN AGENT AND CLICK ON THE ADJUST DOSE BUTTON. APPLY A DOSE REDUCTION TO ALL SACT DRUGS. EACH DRUG MUST BE DOSE-REDUCED INDIVIDUALLY (DO NOT USE THE ‘CHANGE CHEMO’ OR ‘CHANGE ALL’ BUTTONS).	
h) Have the dose reductions been calculated correctly, within 5% of the full ‘Admin’ dose, in each case? Please specify any errors or capped doses in the comments section.	
i) Have the dose reductions been calculated and capped/banded/rounded appropriately?	
TAKE A SCREENSHOT OF THE REGIMEN AT THE REDUCED DOSE AND SAVE IN A WORD DOCUMENT	
COMPLETE THE ‘ORDERED BY’, ‘START ON’ (ENTER TODAY’S DATE), ‘LINE OF TX’, ‘TX INTENT’ AND ‘TX USE’ FIELDS, THEN CLICK ‘APPROVE ALL’ BUTTON TO APPROVE THE TREATMENT CYCLE.	
j) In the ‘Treatment’ tab, does all the information appear as ordered, for cycle 1?	
k) If the regimen consists of multiple treatment days are these scheduled at the correct intervals?	
l) Has the dose reduction been carried forward correctly to all unordered cycles?	
m) Click on the green pen on the left of the screen next to the support regimen name and select ‘Show Summary’. Check that all of the information is correct and matches the treatment protocol. This should include: Regimen name and indication, Treatment drugs, doses, routes and days, Treatment intent, Cycle length and course duration, References (including change control), Signpost to full protocol	
IF THE REGIMEN CONSISTS OF CYCLES SET UP DIFFERENTLY (E.G. FEC-T), EACH DIFFERENT CYCLE MUST BE TESTED BY ORDERING EACH CYCLE AND REPEATING SECTIONS 3-5.	
<b>ERRORS/COMMENTS</b>	

**I confirm that the regimen has passed all required tests**

<b>Validation Completed by</b>		<b>Signed</b>	
<b>Designation</b>		<b>Date</b>	