

## PROCESS FOR REQUESTING, APPROVING, ADDING AND REMOVING FAVOURITE AGENTS IN ARIA

<b>1.</b>	<b>GAIN APPROVAL FOR THE DRUG TO BE USED AS A FAVOURITE</b>
	<p>Lead EP pharmacist from requesting Trust submits the following to the system administrator, copying in the other lead EP pharmacists:</p> <ul style="list-style-type: none"> <li>● <b>KMCCEP013 Request to add or amend a drug in the Aria formulary</b> if required favourite is not already present in the local formulary OR</li> <li>● <b>KMCCEP011 Aria Change Control Form</b> to add the drug to favourites if it is already present in the local formulary</li> </ul> <p>System administrator (or, in their absence, an appropriately trained pharmacist or technician) adds drug to favourites following steps 2 &amp; 3 below.</p>
<b>2.</b>	<b>ADD DRUG TO FORMULARY</b>
	<p><b>Check the drugs in the formulary</b>      <b>Security → Agents → Agent Formulary</b></p> <p>If the drug you require is not displayed, it will need adding into the formulary before adding to Favourites. Refer to <b>KMCCEP007 Adding, amending &amp; deleting agents from the Aria formulary</b></p>
<b>3.</b>	<b>ADD DRUG TO FAVOURITES</b>
	<p><b>Add drug from formulary</b>      <b>Manager → System Admin → Favourite Agents → Master List → New → Select</b> </p>
	<p>Type the drug name, keeping Formulary Only box checked then highlight required drug and select OK.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> </div>
	<p><b>Add Drug Details</b></p> <p>Complete all white-backed fields as necessary. For guidance on completing these fields, refer to the regimen building SOP. Do not duplicate information from the drop down boxes in the admin instructions. Once the OK button has been selected the following fields cannot be modified: Agent, Dose, Range, Unit, Form, Route, Prescription Type and Additional Instructions.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> </div>
<b>4.</b>	<b>CHECK DRUG ENTRY IN ARIA</b>
	<p>Requesting pharmacist checks entry on Master Favourites list by selecting View, referring any changes to the builder as necessary.</p>
<b>5.</b>	<b>ADD DRUG TO PRESCRIBERS LISTS</b>
	<p><b>Assign to prescribers accounts</b></p> <p><b>Manager → System Admin → Favourite Agents → Master List → Highlight Drug → Select Add</b></p> <p>Select 'All Institutions' from the drop-down menu at the bottom and select the prescribers to whom the drug will be available for use. Use the blue box to select all and the grey box to de-select all then click on individual prescribers' names to select/de-select. Select OK to confirm.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> </div>
<b>6.</b>	<b>MODIFY OR DELETE A DRUG FROM FAVOURITES</b>
	<p>To <b>Modify or delete a favourite agent</b> it must first be removed from all prescribers accounts.</p> <p><b>Manager → System Admin → Favourite Agents → Master List → Highlight Drug → Select Remove</b></p> <p>Select 'All Institutions' from the drop-down menu at the bottom and select all the prescribers listed then OK to complete. The agent can now be modified or deleted.</p>
<b>7.</b>	<b>SYSTEM ADMINISTRATOR (OR, IN THEIR ABSENCE THE REQUESTING PHARMACIST) INFORMS CHEMO EP GROUP OF ADDITION AND ANY RESTRICTIONS AS AGREED DURING DRUG REQUEST.</b>