

COMPLETION OF VALIDATION FOR ADULT AND PAEDIATRIC ARIA REGIMENS

Regimen name	Regimen version	Regimen Date*	Enter 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 or minor amendment validation received		<input type="checkbox"/>	<input type="checkbox"/>
Screenshots from pharmacist		<input type="checkbox"/>	<input type="checkbox"/>
Prescription print-out (not always needed for minor amendment)		<input type="checkbox"/>	<input type="checkbox"/>
Event list from pharmacist		<input type="checkbox"/>	
Validation checklist from clinician		<input type="checkbox"/>	
Validation checklist from nurse		<input type="checkbox"/>	
Correct version of SOPs used			<input type="checkbox"/>
All related CCFs returned and completed (check with system administrator if unsure)		CCF	<input type="checkbox"/>
CONFIGURE ACCESS AND MAKE REGIMEN LIVE			✓ or ⊘ (N/A)
Check that the protocol is in the final folder and that there are no versions in draft in the document management system			⊘
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	Version from	Version to	⊘
<p>For network approved regimens: Grant access to all locations as appropriate to the regimen type i.e. all non-test adult locations for an adult regimen and all non-test paediatric locations for a paediatric regimen.</p> <p>For non-network approved regimens: ONLY grant access to locations within each Trust who have approved its use and as appropriate to the regimen type, and exclude any prescribers prohibited from using the regimen. The lead e-prescribing pharmacist will be authorised to allow the use of a non-trials regimen within their Trust. In all cases, do not grant access at Radiation Scheduling location.</p>			⊘
Approve Plan - click 'Analyse' and then 'Approve for use'			⊘
If amending or superseding a regimen, deactivate the previous regimen(s)/version(s)	Deactivated version:		⊘
In Manager, using XXAccess, Test for adult regimens and XXPaed, Test for paediatric regimens, check the regimen is available in one of the locations selected, as appropriate for the regimen type			⊘
<p>Create back up template prescription</p> <p>Non-MTW users ensure that the default printer is set to 'docu-printer' via File – Printer setup before proceeding</p> <p>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</p>			⊘
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

SOP No	KMCCEP004	Version	11	Supersedes version	10	Page 1 of 1
Written By	H Downs	Authorised by	Chemo EP Group/ H Paddock	Date	September 2021	
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