

COMPLETION OF FULL VALIDATION FOR ADULT AND PAEDIATRIC ARIA REGIMENS

Regimen name	Regimen version	Regimen Date*	Click here to enter a date.
DOCUMENTATION CHECKS			✓ when completed
Signed documents received			
Aria regimen validation summary and sign-off received			✗
Screenshots from pharmacist			✗
Prescription print-out			✗
Event list from pharmacist			✗
Validation checklist from clinician			✗
Validation checklist from nurse			✗
Correct version of SOPs used			✗
All related CCFs returned and completed (check with system administrator if unsure)		CCF	✗
CONFIGURE ACCESS			
Check the regimen in the test location in Manager to ensure scheduling is still present. If not, refer back to validating pharmacist			✗
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	✗
Update authorised users with the lead EP pharmacist from each Trust, the KMCC pharmacists, the system administrator and the Varian user			✗
<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.</p> <p>The lead e-prescribing pharmacist will be authorised to allow the use of a non-trials regimen within their Trust.</p> <p>In all cases, do not grant access at Radiation Scheduling location.</p>			✗
MAKE REGIMEN LIVE			
Approve Plan - Click 'Analyse' and then 'Approve for use'			✗
If amending or superseding a regimen, deactivate the previous regimen(s)/version(s)		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			✗
Check that the scheduling is still present for the regimen. If not, refer back to validating pharmacist			✗
CREATE AND FILE BACK-UP TEMPLATE			
Non-MTW users ensure that the default printer is set to 'docu-printer' via File – Printer setup before proceeding			
<p>Run the report: Manager - Reports – 'Prescriptions – Daily doses – Template – QA CUSTOM' - Enter *Plan Name* - 'Preview' then</p> <p>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			
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	KMCCPE004	Version	13	Supersedes version	12	Page 1 of 1
Written By	H Downs	Authorised by	Chemo EP group	Date	October 2022	
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.						