

Aria User Guide

Publication date	October 2023
Expected review date	October 2025
Version number	3
Version status	Final

TABLE OF CONTENTS

SECTION 1: LOGGING IN TO MANAGER AND OPENING PATIENT RECORDS	4
CUSTOMISE TOOLBAR	5
OPEN PATIENT – VISIT TAB	5
OPEN PATIENT – PATIENT TAB	6
PATIENT DETAILS	6
SECTION 2: PATIENT HISTORY	7
DRUG ALLERGIES	
OTHER MEDICATIONS	
SECTION 3: PATIENT VITAL SIGNS	-
ENTER VITAL SIGNS	8
SECTION 4: ENTER PATIENT DIAGNOSIS	9
ENTER DIAGNOSIS	9
SECTION 5: PRESCRIBING	
INITIATE CHEMOTHERAPY REGIMEN	
VIEW AND AMEND PRESCRIPTION	
MODIFY A DRUG	13
ENTER AN EDTA RESULT	
ADJUST DOSE	14
PRESCRIBING VINCRISTINE	14
ADDING DRUGS TO A PRESCRIPTION	15
PRESCRIBING A SUPPORT REGIMEN	16
REVIEWING THE ORDER OF ADMINISTRATION OF ADDED INTERNAL DRUGS	17
COMPLETING AND APPROVING THE PRECRIPTION	18
SECTION 6: PRESCRIBED REGIMEN MAINTENANCE	19
MODIFY, DELAY AND DISCONTINUE REGIMEN	
MODIFY REGIMEN	
DELAY REGIMEN	21
DELAY A PRESCRIPTION FROM AN ELAPSED DATE	21
APPLY REGIMEN UPDATES	22
SECTION 7: PHARMACY APPROVE AND DISPENSE PRESCRIPTION	00
REVIEW PRESCRIPTION	
DISPENSE PRESCRIPTION	-
MEDICATION HISTORY	
PLAN HISTORY	
REGIMEN LIBRARY	
SOP No KMCCEP027 Version 3 Supersedes version 2	

SUP NO	KIVICCEFUZ/	Version	3	Superseues version	2	Dama 0 of 14				
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 2 of 41				
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.									

ent and Me **Cancer Collaborative ARIA USER GUIDE** SECTION 15: BUILDING QUESTIONNAIRES40

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama Dist 44				
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 3 of 41				
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.										

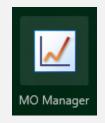
SECTION 1:

LOGGING IN TO MANAGER AND OPENING PATIENT RECORDS

Enter your user name and password. These are usually, but not always, the same as your windows details.

Citrix Receiver	User name:		
CIUIX Receiver	Password:		
	Domain:	admtw-tr	~
		Log On	

Select MO Manager



Enter your username as **User ID**. This is usually **firstname.surname** format. **From** should <u>always</u> be MTW NHS Trust. **Log into** should be the area where the patient will be treated and should always be at ward/department level. Your password must be between 6 and 10 characters long, start with a capital letter and be mixed case. It should contain at least 2 numbers, no special characters and be unique from the previous 5 passwords.

O
OK Cancel

Your name should be displayed. If it isn't click on the name displayed and select **Switch Users**. <u>**DO NOT USE**</u> Lock Application.

Ensure you are working in the correct area. This should show the department where the patient will be treated. Click on the location displayed to change.

Use **File** and **Exit** to close programme. **<u>DO NOT</u>** use **X** as this will close the window but will not log you off.

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 4 of 44				
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 4 of 41				
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.									

CUSTOMISE TOOLBAR System Admin → Security → Customise Toolbar

Select an item from the menu on the left by clicking on it once then select '**Add**' to add to your toolbar. Select an item on the right then select '**Remove**' to remove it from your toolbar. Click on an item on the right then select '**Icon**' to change the picture of that icon. Change the numbers to change the sequence in which the icons will appear on your toolbar, item 10 will be on the far left, item 20 second from left and so on. Select **Sort** to put in numerical order once re-numbered.

Customize Toolbar									×
Available Toolbar Items				Selecter	d Toolbar Iter	ns			
File		Add >>	>	Demogr	aphics			10	
Open Patient			_	Patient	Summary			20	-
Batch Test Orders		<< Remo	ve	Notes				30	-
Billing Manager Review		Sort		Provider	r Approval			40	
Task List			_	Patient	History			50	1
Document Scanning		Icon		Flow Sh	eet			60	1
Batch Document Scanning				Vital Sig	ns			70	1
Physician Order Transcriptions				Exam				80	
Dictation Queue				Medicat	ions			90	1
Transcriptions				Drug Ad	ministration			100	1
Correspondence				Reminders Patient Schedule				110	1
Follow By Mail							120	1	
Meaningful Use Dashboard		Default		Close Patient Reports			130 140		
Quality Measures									
Workup				Set Effe	ctive Date			150	1
Plan Management				Questio	nnaires			160	1
Eligibility Questionnaires									
Patient Comments									
ADT									
Assessments									
Tests									
GFR	-								
🏝 🖪 🗈 🛃 H _x		*	8	ال ا	4	STUP		6	1
Demog, Summary Notes Prov Appr History	Y Flow Sheet	Vital Signs	Exam	Rx	Drug Admin	Reminders	Schedule	Close	Rep
<[

The items listed as 10 – 160 above, show from left to right in the order defined by their numbers

	Summary	Part Notes	Prov Appr	H . History		Vital Signs	V Exam	Rx Rx	🗼 Drug Admin	_	Chedule	Close	E eports	III Set E. Date	? Rstrs
--	---------	------------	-----------	-----------------------	--	-------------	------------------	----------	-----------------	---	---------	-------	-----------------	--------------------	-------------------

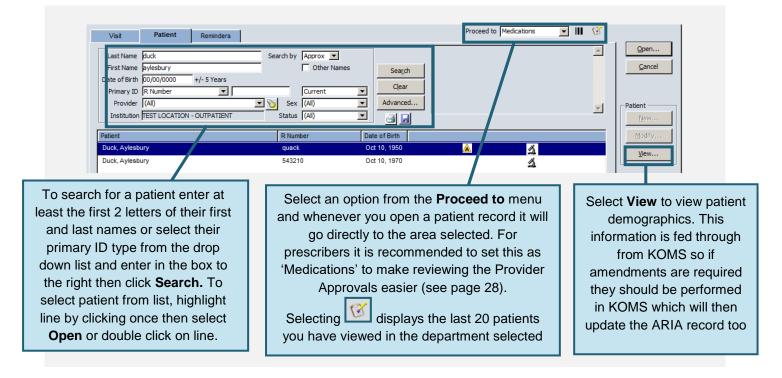
OPEN PATIENT – VISIT TAB

Ensure only the **Attending** box is ticked to view a list of patient appointments that match the selected criteria for the location currently logged into.

Visit Patient Reminders	Proceed to Medications
Date 25/10/2019 Today Start Time (All) Provider (All) Location (All) Scheduled Event	View De View D

SOP No	KMCCEP027	Version	3 Supersedes version 2		2					
Written By	H Downs	H Downs Authorised by SACT		Date	October 2023	Page 5 of 41				
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.									

OPEN PATIENT – PATIENT TAB



PATIENT DETAILS Open Patient Window → View Patient

All information in the demographics tabs is imported from KOMS however the patient's Provider (Consultant) will need to be added manually. To add the Provider, select the **Providers** tab.

General	IDs	Temporary Address	Contacts	Demographics	Providers	Referrals	Pł	hotograph	Preferences
	- Internal I	Physicians							
	Physici	Physician Name		Relationship Classification		New New		New	1
								Delete	-

Select **Modify** then **New**. Type the surname of the required consultant then select **Search**. Highlight the relevant consultant then select **OK**

📈 Provider Search				×
Provider				
Provider Name var				Search
Provider	Organization	Classification	City	Status
Varian, MD		Medical Oncologist		

From the Relationship menu, always select Consultant. Select OK to complete

General	IDs	Temporary Address	Conta	ts I	Demographics	Providers	Referrals	Photograph	Preferences
	- Internal Physicians Physician Name		Relationship Classification			New	1		
	Varian,	Varian, MD		Consultant Medical Oncologis		t	Delete	-	

Once added, the nominated consultant will remain in the patient record

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama C of 44								
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 6 of 41								
	KMCC document:	No responsibility v	will be accepted for the accu	racy of this information w	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.									

SECTION 2: PATIENT HISTORY

DRUG ALLERGIES Patient History → Allergies Tab

Icon is added to EM	here. Highlight and click View to see details. IR for allergy information:
Questionnaires Comments Tests Photographs	
Medical Procedure / Surgical Gynecologic Family Show Errors Reaction Type Response	Social Allergies Medications Diagnoses / Problems
Allergies	
CYCLIZINE Photosensitivity (Mild) DOMPERIDONE Nausea/Vomiting/Diarrhea (Moderate)	Drug Unknown A Drug Unknown A
New	if appropriate or select New to add
_ ,	and not drug class. For drug allergies click 🔌 to search
DO NOT FREE-TYPE DRUG NAMES as these won't then be linked to inputted information. Always select from list.	Agent Name penici
Ensure the Formulary Only box is unchecked then type the first few letters of the drug; this will then display a list of matching agents. Highlight the drug you require from the list then select OK to add	Agent Number of Matching Entries 7 Image: PENICILLAMINE - (oral liquid Oral) PENICILLAMINE - (tablet Oral) Image: PENICILLIN V - (capsule Oral) PENICILLIN V - (capsule Oral) Image: PENICILLIN V - (oral liquid Oral) PENICILLIN V - (tablet Oral) Image: PENICILLIN V - (tablet Oral) Image: PENICILLIN V - (tablet Oral) Image: PENICILLIN V - (tablet Oral) Image: PENICILLIN V - (tablet Oral) Image: PENICILLIN V - (tablet Oral) Image: PENICILLIN V - (tablet Oral)
Tick the box(es) beside the correct reaction description then select the severity from the drop-down menu Select Save-New to complete current entry then add another or select OK to complete task <u>Save - New</u> OK <u>Cancel</u>	Allergy PENICILLIN V Onset Date Unknown Form tablet Response Skin Rashes/Hives Skin Rashes/Hives Shock/Unconsciousness Asthma/Shortness of Breath Nausea/Vomiting/Diarrhea Anemia/Blood Disorders Photosensitivity Swollen-lips Chest Pains/Irregular Heart Rate Other Other

SOP No	KMCCEP027	Version	3	Supersedes version	2	Daws 7 of 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 7 of 41
	KMCC document:	No responsibility v	vill be accepted for the accu	racy of this information w	hen used elsewhere.	

OTHER MEDICATIONS Patient History → Medications Tab



SECTION 3: PATIENT VITAL SIGNS

ENTER VITAL SIGNS Vital Signs → New

leight		180.00	cms	(180.0 - 180.0)	ß	
Weight		100.00	kg	(100.0 - 100.0)	ß	
BSA		2.24	sq.m	(-)	ß	
змі		30.86		(18.0 - 30.0)	ß	
Pulse			/ min	(60.0 - 100.0)	ß	
Respiration			/ min	(12.0 - 28.0)	ß	
Temperature			Celsius	(-)	Þ	
Systolic			mm(hg)	(90.0 - 140.0)	Þ	
Diastolic			mm(hg)	(65.0 - 90.0)	ß	
02 Sat			%	(96.0 - 100.0)	Þ	
Pain				(0.0 - 10.0)	Ŀ	
	Se	elect All A	Approve to comp	olete		

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 0 of 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 8 of 41
	KMCC document:	No responsibility	will be accepted for the accu	racy of this information w	hen used elsewhere.	

SECTION 4: ENTER PATIENT DIAGNOSIS

ENTER DIAGNOSIS Exam → Diagnosis / Problems Tab

	Select New to ente	er a diagnosis	
New Modify Error	Lesion Assessments Disease Response	✓ Show Interface Diagnoses ✓ Show Historical - *	Plan Disease Hx Stage
	Click on the magnifying gla	ass to enter diagnosis	
	Definition		
	Dx Date 08/03/2023		
	Code		

Check the **Keywords** and **Cancer Codes Only** boxes then enter the first few letters of the diagnosis. All matching codes will populate the list below.

Code Type	Search Criteria
ICD-10	C Code
-	C Keywords breast
	Show Sub-Categories First Letters of Word Search
	Cancer Codes Only
Code 🔺	Clinical Description
C50	Malignant neoplasm of breast
C50.0	Malignant neoplasm: Nipple and areola
C50.1	Malignant neoplasm: Central portion of breast
C50.2	Malignant neoplasm: Upper-inner quadrant of breast
C50.3	Malignant neoplasm: Lower-inner quadrant of breast
C50.4	Malignant neoplasm: Upper-outer quadrant of breast
C50.5	Malignant neoplasm: Lower-outer quadrant of breast
C50.6	Malignant neoplasm: Axillary tail of breast
C50.8	Malignant neoplasm: Overlapping lesion of breast
C50.9	Malignant neoplasm: Breast, unspecified

Select the appropriate clinical description from the list then OK to complete

Once a diagnosis has been selected, further tabs appear. Pathology and Staging must be completed.

Definition	Pathology Lesions Staging Tumor Markers
Dx Date	08/03/2023 C Problem
Code	C50.9 🔽 🔽 Cancer Dx
Code Type	ICD-10 Code Desc Malignant neoplasm: Breast, unspecified

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 0 of 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 9 of 41
	KMCC document:	No responsibility v	will be accepted for the accu	racy of this information w	hen used elsewhere.	

Select the Pathology tab then click on the words Cell Histology

Definition Pathology Lesions Staging Tumor Markers

	Pathology Item	Details
•	Cell Histology	
	Tumor Size Assessmen	t
1	Margin Assessment	

Complete the top three drop down menus then select **OK** to complete

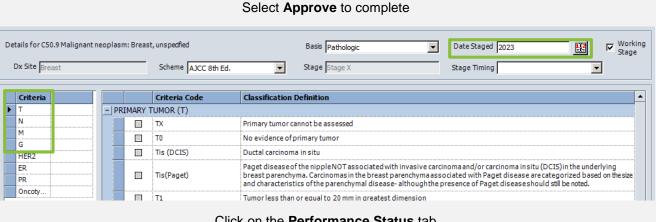
Cell His	tology		
	Cell Category	▼	
	Cell Type		<u>a</u>
	Cell Grade		

Select the Staging tab then click on the white symbol to the left of the word Staging

			Lesions	Staging	Tumor Markers
	茍	Staging			

Click on the letter **T** to open up list of tumour classifications then check box for appropriate code. Follow this procedure for **N**, **M** and **G** classifications as appropriate. Other grading schemes are displayed as appropriate for the diagnosis but the process for adding the staging is the same. Add the date of the staging via the

calendar.



Click on the **Performance Status** tab

status from the drop down menu. Select Approve to complete	able to walk and
---	------------------

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 40 of 44			
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 10 of 41			
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.								

SECTION 5: PRESCRIBING

INITIATE CHEMOTHERAPY REGIMEN Medications → Start Treatment Tab

The regimens folder displayed will be relevant to the diagnosis entered. Click once on a regimen from the list on the left to view the details in the middle panel.

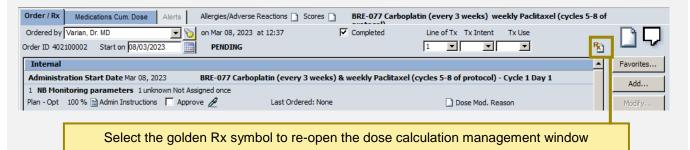
Start Treatment Orders / Rx Medica	ion History Plan History	x	à	
Breast	RE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol) 4 cycles x 21			
△ BRE-066 TCH-P (adjuvant) △ BRE-068 Abemaciclib and Fulvestrant	Day 1 Mar 08, 2023 NB Monitoring parameters 1 unknown Not Assigned once	^	Order	,
BRE-069 EC followed by Paclitaxel, Per	NB Reminder 1 unknown Not Assigned once		Intent to T	×
BRE-061 TCH-P (neoadjuvant) (tra	DEXAMETHASONE 8 mg injection IV Inj once bolus		Scores	D
BRE-064 EC90 then wkly paclitaxe BRE-071 Neratinib BRE-075 Trastuzumab emtansine (CHLORPHENAMINE 10 mg injection IV Inj once bolus ONDANSETRON 8 - 16 mg injection Intravenous Inf once continuous over 15 minutes in sodium chloride 0.9% 50 ml (1) at the rate of 200 mL/hr	₩/v 🗎	CrCl	
BRE-076 Accelerated EC & accele	PACLITAXEL 80 mg/m2 infusion Intravenous Inf once continuous over 1 hours in 0.9% Sodium Chloride PVC Fr 250 ml (2) at the rate of 250 mL/hr	ee 🗎	Select	
BRE-077 Carboplatin (every 3 wee	CARBOPLATIN 6 AUC (CrCl) infusion Intravenous Inf once continuous over 30 minutes in glucose 5% w/v 500 (3) at the rate of 1,000 mL/hr	ml 🗎 🗕		-
BRE-079 TCPhesgo® Adjuvant (no	DEXAMETHASONE 6 mg tablet Oral every am for 3 days		Cycle 1	-
BRE-081 EC then paclitaxel weekly	ONDANSETRON 8 mg tablet Oral b.d. for 3 days			
BRE-082 EC then paclitaxel weekly	METOCLOPRAMIDE tablet Oral Take as Directed		Information	B
BRE-083 Accelerated EC then wee	FILGRASTIM 5 mcg/kg injection Subcutaneous Inj o.d. for 5 days			7
BRE-083 Accelerated EC then wet	Day 8 Mar 15, 2023			
DRL-005 Abernacicilib & lett 020le 0	NB Monitoring parameters 1 unknown Not Assigned once			
number other th be changed so	mber in the Cycle drop-down menu to start treatment at a cy an 1. This is the only point at which the starting cycle number ensure the correct cycle number is selected before proceedi prmation lined paper contains the regimen summary	^r can		

Lined paper beside each drug entry contains further information Plain paper is empty

Check the box(es) next to each treatment day(s) of the cycle that you wish to order then select **Order** to proceed

The **Dose Calculation Management** window will appear before the prescription can be viewed. Height, Weight and BSA used to calculate doses will be displayed. All dose calculations will be capped at a maximum BSA of 2m² as standard. To override this, click on **Use Actual** to recalculate doses at actual BSA stated in the **New Value** column. To revert to cap select **Use Cap** (Button toggles between these 2 options)

					Current Age: 3	2 yrs Sex: Fema
Mgmt	Component	Curr. Value	Unit	Туре	Date	New Value
	Height	180.00	cms	Actual	Mar 08, 2023	180.00
	Weight	100.00	kg	Actual	Mar 08, 2023	100.00
Use Actual	BSA (derived)	2.00	sq.m	Capped	Mar 08, 2023	2.24
	CrCl	112.83	ml/min	Estimated	Mar 08, 2023	112.83
Use Latest					ОК	Cancel



SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama dd af dd			
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 11 of 41			
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.								

VIEW AND AMEND PRESCRIPTION Medications → Order/Rx

Ensure a name appears in the 'Ordered by' drop-down list (should auto-populate for prescribers who are logged in to a location they have access to, if not, please contact your user administrator) and only 1 drug is highlighted, to enable the function buttons on the right-hand side

Order / Rx Medications Cum. Dose Alerts Allergies/Adve	rse Reactions 🗋 Scores 📄 BRE-077	Carboplatin (every 3 weeks) weekly Paclitaxel (cycles 5-8 of	
Ordered by Varian, Dr. MD	23 at 12:37 🔽 Complete	d Line of Tx Tx Intent Tx Use	
Order ID 402100002 Start on 08/03/2023 PENDING			-04-
Internal		Favorite	2S
	boplatin (every 3 weeks) & weekly Pa	aclitaxel (cycles 5-8 of protocol) - Cycle 1 Day 1 Add	
1 NB Monitoring parameters 1 unknown Not Assigned once Plan - Opt 100 % Admin Instructions Approve	Last Ordered: None	Dose Mod. Reason Modify.	
2 NB Reminder 1 unknown Not Assigned once Plan - Opt 100 %	Last Ordered: None	Dose Mod. Reason	art
3 DEXAMETHASONE 8 mg injection IV Inj once bolus Plan - Opt 100 %	Last Ordered: None	Dose Mod. Reason	
4 CHLORPHENAMINE 10 mg injection IV Inj once bolus Plan - Opt 100 % ≧ Admin Instructions	Last Ordered: None	Dose Mod. Reason	n
5 RANITIDINE 50 mg injection IV Inj once bolus Plan - Opt 100 % 🗎 Admin Instructions Г Approve 🖉	Last Ordered: None	Dose Mod. Reason	ose
6 ONDANSETRON 8 - 16 mg injection Intravenous Inf once continue	ous over 15 minutes in sodium chloride 0.9%	w/v 50 ml (1) at the rate of 200 mL/hr	
Plan - Opt 🛛 100 % 🗎 Admin Instructions 🦵 Approve 🌽	Last Ordered: None	Dose Mod. Reason	
7 PACLITAXEL 162 mg (at 80 mg/m2) infusion Intravenous Inf once	e continuous over 1 hours in 0.9% Sodium C	hloride PVC Free 250 ml (2) at the rate of 250 mL/hr	
Plan - Opt 100 % 🗎 Admin Instructions 🦵 Approve 🥖	Last Ordered: None	Dose Mod. Reason	
8 CARBOPLATIN 700 mg (at 6 AUC (CrCl)) infusion Intravenous In	fonce continuous over 30 minutes in glucos	e 5% w/v 500 ml (3) at the rate of 1,000 mL/hr	
Plan - Opt 100 % 🗎 Admin Instructions 「 Approve 🖉	Last Ordered: None	Dose Mod. Reason	
Additional administration instructions have been entered			Ŧ

Internal: Administered on the ward/day unit

Pick-up Internal: Given to the patient to take home (TTOs)

Plan–Opt = Part of regimen

Non-Plan = Added from favourites

Key to function buttons on the right hand side:

Favorites: to add an item to the prescription

Modify: to make modifications to a drug except dose changes

Delete: to delete a drug, select again to undelete (button toggles between the two actions)

Screen: to view screening tool. This function should <u>not</u> be relied upon, a manual screening of the prescription should always be performed

Adjust Dose: to perform a dose adjustment

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 40 af 44			
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 12 of 41			
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.								

MODIFY A DRUG Medications → Order/Rx → Modify

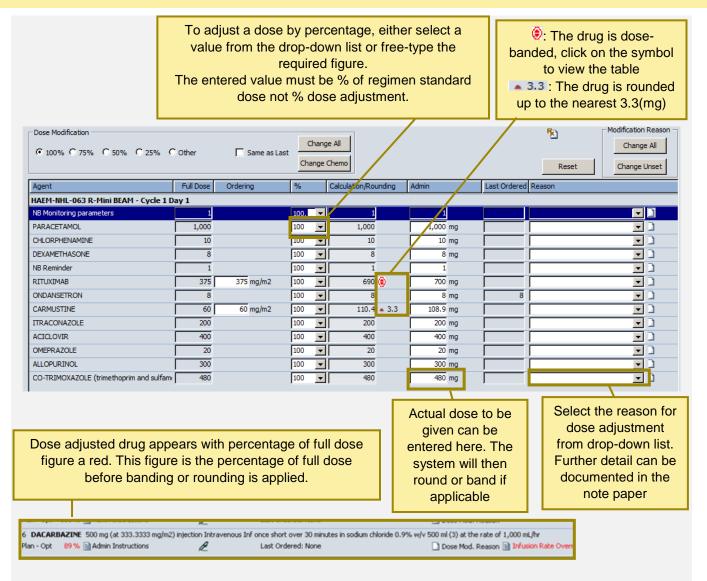
Height 180.00 cms Weight 100.00 kg BSA 2.00 sq.m Capped CrCl 112.83 ml/min Estimated Creatinine 100.00 umol / L	Format Type: Change to either Simple or Take as directed. Simple will enable drop down boxes to complete frequency, duration etc. Take as directed will disable all drop down menus and only enable information to be added into the admin instructions. When changing from one format type to the other, any admin instructions already present will be deleted so ensure they are highlighted and copied before changing the format type				
* - Not Most Recent C Simple C Complex C Take as I Agent PACLITAXEL Dose / Range Unit 162 to mg	Directed Type Internal Substitutes Allowed Strength Ordering Dose 80 mg/m2 Last Ordered: None	Type: Internal for drugs administered on the ward/day unit, Pickup-Internal for any drug given to the patient to take home. Pickup- External should not be used.			
Form Doute Infusion Infusion Infusion Infusion Infusion Infusion Image: PRN Image: This should only be changed if modifying an agent from favourites or entering an EDTA. For all other dose changes this should be done via the Adjust Dose button	Duration Diluent 0.9% Sodium Chloride PVC Free Bag Volume 250 Rate Agent Volume Start Date 08/03/2023 Sync. Dur/Qty CK Frequency and Duration: Select from drop down menus	Infusion mode: Select Continuous for infusions or bolus for boluses Diluent: To change or add, select New, then select diluent and volume from drop down menus. <u>DO NOT</u> change the diluent without first clicking New Admin Instructions: Free type any administration instructions into this box			

ENTER AN EDTA RESULT Medications → Order/Rx → Highlight Carboplatin line → Modify

Height Weight BSA CrCl EDTA Format Type C Simple Agent CARBOPLATT	50.00 ml/min * - Not Mos © Complex	timate st Recent	d Type Interna	Un T En the	ect AUC (EDTA) fro it then enter AUC v his will prompt the Select this button ter EDTA result in t ounit of measure the lose window and O comple	alue in Dose/Ra EDTA button to to enter EDTA ro he right hand bo en select All Ap	nge box. appear. esult. ox next to prove to
Dose / Range	Dose / Range Unit 5 to AUC (EDTA)						ml/min
SOP No Written By	KMCCEP027 H Downs	Version Authorised by	3 SACT Governance	Group	Supersedes version Date	2 October 2023	Page 13 of 41
			,		racy of this information w	hen used elsewhere.	

ARIA USER GUIDE

ADJUST DOSE Medications → Order/Rx → Adjust Dose



PRESCRIBING VINCRISTINE

All Vincristine doses are built as a flat dose of 2mg. For patients with a BSA of 1.4m² or less, or if a dose reduction is needed this will need to be amended via the **adjust dose** window. The original regimen standard dose calculation can be found in the admin details of the drug

		nce continuous in sodium chloride 0.9% w/v 50 ml (3	3)
Plan - Opt	100 % 📄 Admin Instructions 📃 Approve 📈	Last Ordered: None	🗋 Dose M
🛃 Admin	stration Instructions		×
flat dos over 5	se of 2mg is given on Aria 10 minutes	aution if BSA <1.4m² - dose will need IF GIVEN BY ANY OTHER ROUTE.	amending as a 🔎

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 44 af 44		
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 14 of 41		
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.							

ADDING DRUGS TO A PRESCRIPTION Medications window

To add a drug, start with either A or B below, depending on whether the drug will be added to the chemo or support regimen order, or will be a stand-alone item, then continue from step C

A: When prescribing as a stand-alone prescription Select New... from the Orders/Rx tab

Treatment	Orders / Rx	Medication His	story	Plan History	Regimen	Library	
View by C Pending C All but Errored	C Approved C Phar C Error		Time Peri Date	od All			
Order #	Start Date					Status	New
~				1.3.5		* 000 01/FD	

B: When prescribing a regimen at the same time

Complete the prescribers name (if not already completed) and the start date, then select **Favourites**. Without completing this information the Favourites button will not be enabled

Order / Rx Medications Cum. Dose Alerts Allergies/Adverse Reactions D Score	BRE-077 Carboplatin (every 3 weeks) weekly Paclitaxel (cycles 5-8 of
Ordered by Varian, Dr. MD	Completed
Order ID 402100005 Start on 29/03/2023 PENDING	N
Internal	Favorites
Administrative Charle Date Mar 20, 2022 BDC 077 Carbon Late /	

C: In the favourites tab, click on the bold folder name to expand then highlight the required item and click **Add**. Administration details can be modified once the drug has been added to the prescription so as long as the displayed drug name, form and route is correct, all other details can be amended

Admin Instr Agent Description	Favorites
Contraction Agent Description	Support
Antiemetics	
APREPITANT 125 mg capsule Oral once (Internal)	
APREPITANT 80 mg capsule Oral o.d. for 2 days (Pickup - Internal)	
APREPITANT capsule Oral Take as Directed (Pickup - Internal)	
CYCLIZINE 50 mg tablet Oral t.d.s. for 7 days PRN (Pickup - Internal)	

The added drug is now on the prescription. The sequence of drugs in the regimen is the order in which they will be administered so ensure added Internal drugs are positioned correctly on the order. To move a drug, highlight it by clicking on the line once then use the up and down arrows in the bottom right-hand side of the window ******. To amend the added item, highlight then select **Modify**. See page 13

Order / Rx Medications Cum. Dose Alerts Allergies/Adver	rse Reactions 🗋 Scores 📄 BRE-077	Carboplatin (every 3 weeks) weekly Paclitaxel (cycles 5-8 of
Ordered by Varian, Dr. MD 💽 🏹 on Mar 08, 202		
Order ID 402100005 Start on 29/03/2023 PENDING		1
Pickup - Internal		<u> </u>
Administration Start Date Mar 29, 2023 BRE-077 Carl	boplatin (every 3 weeks) & weekly Pa	aclitaxel (cycles 5-8 of protocol) - Cycle 2 Day 1
9 DEXAMETHASONE 6 mg tablet Oral every am for 3 days Plan - Opt 100 % Admin Instructions Approve	Last Ordered: 4. mg	Dose Mod. Reason
10 ONDANSETRON 8 mg tablet Oral b.d. for 3 days Plan - Opt 100 % 🗋 Admin Instructions 🧮 Approve 🖉	✓ Last Ordered: 8. mg	Dose Mod. Reason
11 METOCLOPRAMIDE tablet Oral Take as Directed Plan - Opt 100 % Admin Instructions Approve	Last Ordered: None	Dose Mod. Reason
Administration Start Date Mar 29, 2023		
12 APREPITANT 80 mg capsule Oral o.d. for 2 days Non-plan	Last Ordered: None	Dose Mod. Reason

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 45 at 44		
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 15 of 41		
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.							

PRESCRIBING A SUPPORT REGIMEN Medications window

To add a support regimen, start with either A or B below, depending if you would like the regimen included in the chemo regimen order, or as a stand-alone item then continue from step C

A: When prescribing as a stand-alone regimen To add a drug, select New... from the Orders/Rx tab

Treatment	Orders	/ Rx	Medication Hi	story	Plan Histo	ry	Regimen	Library		
View by C Pending C All but Errored	C Approved C C Error	Pharma	icy Approved	□Time P Date	eriod	All	_			
Order #	Start Date							Status		New

B: When prescribing another regimen at the same time

Complete the prescribers name and the start date then select Favorites.

NB: Without completing this information the Favorites button will not be enabled

Ordered by Varian, Dr. MD Image: Marcology of the state of the st	Order / Rx Medica	ations Cum. Dose Alerts	Allergies/Adverse Reactions 📄 Scores 📄	BRE-077 Carboplatin (every 3 weeks) weekly Paclitaxel (cycles 5-8 of	
	Ordered by Varian, Dr	7. MD 💌 🔽	on Mar 08, 2023 at 12:51	Completed	DD.
Internal Favorites	Order ID 402100005	Start on 29/03/2023	PENDING	F	
	Internal			<u> </u>	Favorites

C: Click on the **Support** tab, expand the folder you require then click once on the required regimen to show the detail in the right-hand panel. Select starting cycle number and check box beside day to be ordered then **Add**.

Bone Metastases	Cyd	Scores 🗋	Favorites Support
Breast	SUPP-001 Zoledronic Acid every 3 weeks 18 cycles x 21 days		
Cancer	Day 1		
Haematology	NB Monitoring parameters 1 unknown Not Assigned once	Ð	
····· C Numbness/Tingling ····· C Off Protocol	ZOLEDRONIC ACID 4 mg infusion Intravenous Inf once continuous over 15 minutes in sodium chloride 0.9% w/v 100 ml (1) at the rate of 400 mL/hr		
Reminders	ADCAL -D3 1 Tablet tablet Oral o.d. for 21 days		

The support regimen is now on the **Orders/Rx** tab and can be amended and completed in the same way as a chemotherapy regimen.

Internal					
Administration Start Date Mar 29, 2023	SUPP-001 Zoledronic Acid every 3 weeks - Cycle 1	l Day 1			
9 NB Monitoring parameters 1 unknown Not Ass Plan - Opt 100 % 🗎 Admin Instructions 🧮 Approv	-	Dose Mod. Reason			
10 ZOLEDRONIC ACID 4 mg infusion Intravenous Inf once continuous over 15 minutes in sodium chloride 0.9% w/v 100 ml (4) at the rate of 400 mL/hr Plan - Opt 100 % Admin Instructions Image: Approve Approve Last Ordered: None Image: Dose Mod. Reason					

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama de al de		
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 16 of 41		
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.								

REVIEWING THE ORDER OF ADMINISTRATION OF ADDED INTERNAL DRUGS

Added Internal drugs from either the favourites or a support regimen, will appear at the bottom of the selected day's list of Internal drugs when first prescribed, then at the top of the list of Internal drugs from the second order onwards. As the order that the drugs appear in on the prescription, is the order of administration, any added favourite or support regimen drugs must be moved into an appropriate position. To do this, highlight the drug then select the arrows in the bottom right-hand side of the window to move the drug up or down. This will need to be repeated each time the drug is on the prescription as ARIA will not retain the position of the added drug from one cycle to another.

Order / Rx Medications Cum. Dose Alerts Allergies/Adverse Reactions 🖹 Scores 🗋 HAEM-NHL-063	3 R-Mini BEAM	
Ordered by Varian, Dr. MD 🔽 🕥 on Mar 07, 2023 at 10:59 🔽 Completed	Line of Tx Tx Intent Tx Use	. D.D.
Order ID 402100676 Start on 07/03/2023 PENDING	31 🔪 💌	<u>R</u>
Internal		Favorites
Administration Start Date Mar 07, 2023 HAEM-NHL-063 R-Mini BEAM - Cycle 1 Day 1		Add
1 NB Monitoring parameters 1 unknown Not Assigned once Plan - Opt 100 %	Dose Mod. Reason	
	Dose Mod. Reason	Modify
2 PARACETAMOL 1,000 mg tablet Oral once Plan - Opt 100 %	Dose Mod. Reason	Adjust Start
3 CHLORPHENAMINE 10 mg injection IV Inj once bolus over 1 minutes		Discontinue
Plan - Opt 100 % 🗎 Admin Instructions 🔽 Approve 🖉 Last Ordered: None	Dose Mod. Reason	Delete
4 DEXAMETHASONE 8 mg tablet Oral once	_	Screen
Plan - Opt 100 % 🗎 Admin Instructions 🔽 Approve 🖉 Last Ordered: None	Dose Mod. Reason	Screen
5 NB Reminder 1 unknown Not Assigned once Plan - Opt 100 % Plandmin Instructions Approve Z Last Ordered: None	Dose Mod. Reason	Adjust Dose
6 RITUXIMAB 700 mg (at 375 mg/m2) infusion Intravenous Infonce continuous in sodium chloride 0.9% w/v 500 ml (1	1)	
Plan - Opt 100 % 🗎 Admin Instructions 🦵 Approve 🖉 🛛 Last Ordered: None	Dose Mod. Reason	
7 ONDANSETRON 8 - 16 mg injection Intravenous Inf once continuous over 15 minutes in sodium chloride 0.9% w/v 50		
Plan - Opt 100 % 🗎 Admin Instructions 🦳 Approve 🖉 🛛 🗸 Last Ordered: 8. mg	Dose Mod. Reason	
8 CARMUSTINE 108.9 mg (at 60 mg/m2) infusion Intravenous Inf once continuous over 1 hours in glucose 5% w/v 50		
Plan - Opt 100 % 🗋 Admin Instructions 🗖 Approve 🖉 Last Ordered: None	Dose Mod. Reason	
		T
•	<u>_</u>	
* Additional administration instructions have been entered		
Print Via Print Label	Checked All Approve OK	Cancel

Pick-up Internal drugs need not be moved as they are not listed in administration order.

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dawa 47 of 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 17 of 41
	KMCC document:	No responsibility v	vill be accepted for the accu	racy of this information w	hen used elsewhere.	

COMPLETING AND APPROVING THE PRECRIPTION Medications → Order/Rx

Once all changes have been applied, select **All Approve** to complete or **OK** to leave the order pending

iternal		<u> </u>
ministration Start Date May 07, 2020 BRE-014 Paclitaxel	& Gemcitabine - Cycle 2 Day 1	
NB Monitoring parameters 1 unknown Not Assigned once		
n - Opt 🛛 100 % 📄 Admin Instructions 🦳 Approve 🖉 🛛 🗸	Last Ordered: 1.	Dose Mod. Reason
NB pre-meds 30 mins pre chemo 1 unknown Not Assigned once		_
n - Opt 🛛 100 % 🗎 Admin Instructions 「 Approve 🖉 🛛 🗸	Last Ordered: 1.	Dose Mod. Reason
DEXAMETHASONE 12 mg injection IV Inj once bolus		_
n - Opt 🛛 100 % 🗎 Admin Instructions 🦵 Approve 🖉 🛛 🗸	Last Ordered: 12. mg	Dose Mod. Reason
RANITIDINE 50 mg injection IV Inj once bolus		
	Last Ordered: 50. mg	Dose Mod. Reason
CHLORPHENAMINE 10 mg injection IV Inj once bolus		
n - Opt 🛛 100 % 📄 Admin Instructions 🧮 Approve 🖉 🛛 🗸	Last Ordered: 10. mg	Dose Mod. Reason
METOCLOPRAMIDE 20 mg injection IV Inj once bolus		
		Dose Mod. Reason
NB Check accuracy of % dose reductions 1 unknown Not Assigned of		
		Dose Mod. Reason
PACLITAXEL 378 mg (at 175 mg/m2) infusion Intravenous Inf once contir		
n - Opt 🛛 100 % 🗎 Admin Instructions 「 Approve 🖉	Last Ordered: None	Dose Mod. Reason
GEMCITABINE 2,700 mg (at 1,250 mg/m2) infusion Intravenous Inf once		
n - Opt 🛛 100 % 🗎 Admin Instructions 🦵 Approve 🖉 🛛 🗸	Last Ordered: 2,700. mg (at 1,250 mg/m2)	Dose Mod. Reason
Additional administration instructions have been entered		
· · · · · · · · · · · · · · · · · · ·	_ Checked	1 — All
Print 🍋 💽 Print Label	Appr	ove Approve OK

The screening window appears following selection of the approve button. <u>The ARIA screening tool must</u> <u>not be relied upon. A manual evaluation of drug interactions and allergies must be performed.</u> However, this screen must be acknowledged for the prescription to be approved, select **Accept** to continue. ARIA will then notify of any discrepancies it has found e.g. infusion rate outside set parameters. Select **Yes** to continue or **No** to return to the prescription and amend the discrepancy.

Summary Interactions Se	nsitivities/Allergies Contraindication	s Warnings Precaution	ns Disclaimer
Screening Results for All Drugs	-	Contraindications 3 on/Current Agent(s) Only	Warnings 7 Precautions 1 View Patient Specific Results Only
Agent Name	Form	Reaction Type	Response
Agents on Current Prescrip	tion		
ADCAL -D3	tablet		
APREPITANT	capsule		
CARBOPLATIN	infusion		
CHLORPHENAMINE	injection		
DEXAMETHASONE	injection		
DEXAMETHASONE	tablet		
METOCLOPRAMIDE	tablet		
ONDANSETRON	injection		
ONDANSETRON	tablet		
PACLITAXEL	infusion	Code Clinical	Description
RANITIDINE	injection	Primary	
ZOLEDRONIC ACID	infusion	C50.9 Maligna	nt neoplasm: Breast, unspecified
NB Monitoring parameters	unknown		
* NB Reminder	unknown		
Agents not on Current Pres	cription		
METOCLOPRAMIDE	injection		
* - Excluded from screening			
Reason	• [ć	Print Accept Cancel
ultilex DDF			

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 40 at 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 18 of 41
	KMCC document:	No responsibility v	vill be accepted for the accu	racy of this information w	hen used elsewhere.	

SECTION 6: PRESCRIBED REGIMEN MAINTENANCE

MODIFY, DELAY AND DISCONTINUE REGIMEN Medications → Treatment Tab

Once a cycle has been approved, the prescription will appear on the **Orders/Rx** tab and the full regimen will appear on the **Treatment** tab.

Status of Rx:

Ordered = Ordered and approved by prescriber **Pending** = Pending completion by prescriber **Not Ordered** = Not ordered

Treatment	Orders / Rx	Medication History Plan History Regimen Library		
Treatments BRE-077 Carboplatin (weeks) & weekly Padit	every 3	Mar 08, 2023 Cycle 1 - Day 1 BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)		
(cycles 5-8 of protocol)		NB Monitoring parameters 1 unknown Not Assigned once 0/1 Given	Ordered	ß
4 x 21 days	ß	NB Reminder 1 unknown Not Assigned once 0/1 Given	Ordered	P
SUPP-001 Zoledronic A	cid every	DEXAMETHASONE 8 mg injection IV Inj once bolus 0/1 Given	Ordered	ß
3 weeks	2	CHLORPHENAMINE 10 mg injection IV Inj once bolus 0/1 Given	Ordered	ß
18 x 21 days	<u></u>	RANITIDINE 50 mg injection IV Inj once bolus 0/1 Given	Ordered	ß
		ONDANSETRON 8 - 16 mg injection Intravenous Infonce continuous over 15 minutes in sodium chloride 0.9% w/v 50 ml (1) at the rate of 200 ml/hr 0/1 Given	Ordered	Ľ
		PACLITAXEL 162 mg (at 80 mg/m2) infusion Intravenous Inf once continuous over 1 hours in 0.9% Sodium Chloride PVC Free 250 ml (2) at the rate of 250 mL/hr 0/1 Given	Ordered	ß
Cycle Cycle Start		CARBOPLATIN 700 mg (at 6 AUC (CrCl)) infusion Intravenous Inf once continuous over 30 minutes in glucose 5% w/v 500 ml (3) at the rate of 1,000 mL/hr 0/1 Given	Ordered	Ŀ
1 Mar 08, 202	3 🗸	DEXAMETHASONE 6 mg tablet Oral every am for 3 days	Ordered	ß
2 Mar 29, 2023	1	ONDANSETRON 8 mg tablet Oral b.d. for 3 days	Ordered	ß
3 Apr 19, 2023		METOCLOPRAMIDE tablet Oral Take as Directed	Ordered	ß

Planned treatment cycles and dates for the approved chemotherapy regimen are displayed on the left of the screen. Click each cycle to show the status of the regimen

Medications Window → Treatment Tab → Green Pen (on left)

Each regimen that has at least one cycle approved, appears on the **Treatment** tab and has it's own 'Green Pen menu'. Regimen titles in blue are chemotherapy regimens (only one can be prescribed per patient) and regimen titles in black type are support regimens (more than one can be prescribed per patient and in addition to a chemo regimen). Click once on the green pen to view the menu options

Treatments BRE-077 Carboplatin (every 3	Modify Delay
weeks) & weekly Paditaxel (cycles 5-8 of protocol)	Discontinue
4 x 21 days	Show/Apply Amendments
SUPP-001 Zoledronic Acid every 3 weeks	Show Summary
18 x 21 days 🥖	View Regimen Decisions

Modify: Add or remove cycles, change cycle length or inactivate days/cycles **Delay:** Delay day or cycle of treatment

Discontinue: Discontinue regimen. Select to discontinue ONLY when all required doses have been administered **Show Summary:** Displays details of the regimen including indication and treatment summary

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 40 at 44		
Written E	y H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 19 of 41		
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.							

MODIFY REGIMEN

Medications \rightarrow Treatment Tab \rightarrow Green Pen \rightarrow Modify

Cycles can be added or removed, or the cycle length can be changed. To add cycles, always enter the number of the last cycle of the current prescription in the **'repeat starting at cycle'** box to ensure that the regimen is copied and continued from the current setup. Adding cycles from a different cycle starting point may reintroduce loading doses or dose escalations

	e approved regimen from Planner (and	d not based on changes to the cycles for this	patient) and all added cycles/days
are always active		•••••••••••••••••	
Modify by Changing Cycle Length Current Cycle Length 21	Standard Cycle Length 21	New Cycle Length	Starting Cycle 2

By selecting the option below, all subsequent Day 8 treatments will be Inactive but Day 1 will still be available

Г	Modify by Cha	odify by Changing Status of Existing Cycle Days						
	Remaining	cycle days	after Cyc	le 1 Day 8				
	Day	Active	Inactive	Custom		Medications		
	Day1	۲	0	•		NB Monitoring parameters, NB pre-meds 30 mins pre chemo, DEXAMETHASONE, RANITIDINE, CHLORPHENAMINE, METOCLOPRAMIDE, NB Check accuracy of % dose reductions, PACLITAXEL, GEMCITABINE, DEXAMETHASONE, METOCLOPRAMIDE		
	Day8	0	۹	0		NB Monitoring parameters, NB Check accuracy of % dose reductions, GEMCITABINE		

By selecting the '**Custom**' radio button on day 8 in the picture above, the window shown on the right will appear. This will allow you to inactivate day 8 of the regimen on selected cycles rather than all cycles.

Day 8		
Active	Inactive	Remaining Cycles
e	0	Cycle 2
C	0	Cycle 3
C	0	Cycle 4
e	0	Cycle 5
C	0	Cycle 6

DISCONTINUE REGIMEN

Medications → Treatment Tab → Green Pen → Discontinue

	RE-077 C5-8 Mar 08, 2023	Q	
Reason	There are pending regimen dose recordings. Select which dose recordings you want to discontinue: C None C All C Starting from effective date (Mar 08, 2023) C Starting after effective date (Mar 09, 2023)	×	Select the reason for discontinuation from drop down list. Select Custom from list to then free-type in box for something not listed. Remember to first discontinue any agents added from favourites to that regimen as they won't automatically be discontinued with the regimen
	Approve	Cancel	

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 00 at 44	
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 20 of 41	
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.							

DELAY REGIMEN Medications → Treatment Tab → Green Pen → Delay

	I reatment can be delayed from 2 points:
Ordered by Delay Next to be Given Cycle 1 Day 1 of BRE-077 C5-8	Next to be Given – Next ordered prescription that has not been administered
On Mar 08, 2023	Next to Order – Next unordered prescription
For 1 Week(s) Reason	Enter duration of delay in number of days or weeks then select Approve to complete. To bring treatment forward, prefix number of days/weeks delay with '-'.
	Pending orders cannot be delayed therefore Next to be Given and Next to Order may not be consecutive. To delay a pending order it should be approved first then delayed.
Approve Cancel	If the date of treatment has elapsed then the delay will need to be performed by a user with access to set the effective date (see below)

DELAY A PRESCRIPTION FROM AN ELAPSED DATE Open Patient Window → Security → Set Effective Date

Today's Date Effective Date Select Date << Select Date << Select Date << Select Date << Select Date < Select Date < Select Date < Select Date Select Date < Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date Select Date <th>Click on the prescription date from the calendar then select Set Date then Close. The date and time at the bottom of the window will now appear in red to indicate the date change to the system</th>	Click on the prescription date from the calendar then select Set Date then Close . The date and time at the bottom of the window will now appear in red to indicate the date change to the system
5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Select Time 11:04:00	Jan 13, 2020 11:05 (past) Perform the prescription delay as usual. When leaving the patient record, a pop-up wi
Effective Date Feb 11, 2020 11:04:00 Set Date Reset to Today	ask to reset effective date. Always select Yes to return the system to today's date.

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 04 of 44		
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 21 of 41		
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.								

APPLY REGIMEN UPDATES Medications → Treatment Tab → Green Pen → Show/Apply Amendments

When an ARIA regimen template has been updated, this will be indicated by a red asterisk next to the regimen name in the Treatment tab. Regimen updates should be applied when available. Click on the green pen then select Show/Apply Amendments.

Treatment	Orders / F	Modify
Treatments		Delay Discontinue
HAEM-MYEL-036 Dara	atumumab	Show/Apply Amendments
1st dose standard administration		Show Summary
47 x 28 days		View Regimen Decisions

The following screen will list some of the amendments made. Ensure the 'Update patient data with amended plan changes' then OK to apply changes.

HAEM-MYEL-036 Daratumumab (IV) 1st dose standard administration 12 cycle	es x 28 days	Cyde 47	
Current Regimen: HAEM-MYEL-036 Daratumumab 1st dose standard administr Amended Regimen: HAEM-MYEL-036 Daratumumab (IV) 1st dose standard a			
Current Display Name: HAEM-MYEL-036 Daratumumab 1st dose standard adr Amended Display Name: HAEM-MYEL-036 Daratumumab (IV) 1st dose standard			Scores 🗋
Phase 1:			Information 🗎
Agents Removed: NB Check virology status prior to cycle one 1 unknown Not Assigned RANITIDINE 150 mg tablet Oral			
Agents Added: NB Reminder 1 unknown Not Assigned OMEPRAZOLE 20 mg gastro-resistant capsule Oral			
Agents Modified:			
NB Monitoring parameters:			
Current Administration Instructions: • Check virology status prior to cycle • Consider flu and pneumococcal vaccination pre-therapy	•1		•
•			
Warning: If the regimen amendment includes dose increases (excluding PRN doses), changes to the number of cycles, and/or changes to the cycle length these changes will be excluded in the amendment process.	Update Regimen C Update patient data with amended plan chan C Leave patient on current plan without amen	-	
			OK Cancel

If dose changes were made on the regimen before applying the updated regimen, ensure these have been carried forward.

SOP No	KMCCEP027	Version	3	Supersedes version	2	Page 22 of 41			
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 22 of 41			
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.									

Treatment

402100002 Mar 08, 2023

L

SECTION 7:

PHARMACY APPROVE AND DISPENSE PRESCRIPTION

REVIEW PRESCRIPTION Medications → Orders/Rx tab

 Prescription statuses:

 Approved: Approved by Doctor, Pending: Awaiting Doctor's approval, Dispensed: Dispensed by pharmacy

 Orders / Rx
 Medication History
 Plan History
 Regimen Library

View b C Pe C All			C Pharmacy Approved	Time Period	All			
Order		Start Date				Status		New
4	02100006	Apr 19, 2023	BRE-077 Carboplatin Paclitaxel (cycles 5-8		veekly	PENDING	A	Modify
4	02100005	Mar 29, 2023	BRE-077 Carboplatin	(every 3 weeks) & v	veekly	APPROVED	A	
I N	ew: To o	rder a new	regimen or supp				-	Reorder
R	eview: ⊺	o review a	n approved order					
							-	Reissue
	rror: 100	cancel the	prescription and r	eturn it to being	un-ordered			
		•	e prescription to n	•		•		Pharmacy —
			ing, and changes				•	Approve
			e changes will not be continued into		· · · · · · · · · · · · · · · · · · ·	•••••		Dispense,
	•		lated manually or,		•	• •		·
			ion then re-order		• • •			
			anged. If the butto					
			then pharmacy h		prescription as	they have beg	un	
р	rocessing	it. Contac	t pharmacy before	e proceeding				
A	pprove:	To pharma	acy approve the o	der. Continued	below			
D	ispense.	Button on	ly enabled if orde	r is pharmacy a	oproved			
-								
Patient Na Approve	order #	Start Date		6 I I .				
mallard,				e folder to expan		· · · · · · · · · · · · · · · · · · ·	•	
	402100005 402100004	Mar 29, 2023 Mar 22, 2023	to proceed	d, check box by	relevant date l	ine and click C	necked A	pprove
	402100004 402100003	Mar 15, 2023						

402100005	5 Mar 29, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	APPROVED	A			
402100004	4 Mar 22, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	APPROVED	A			
402100003	3 Mar 15, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	APPROVED	A			
402100002	2 Mar 08, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cvcles 5-8 of protocol)	APPROVED	B x∠ A			
ſ							
	The prescription has been approved as indicated by						
		ct Dispense to proceed with releasing process					
	Selec	c Dispense to proceed with releasing process					

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 00 at 14		
Written By H Downs		Downs Authorised by SACT Governance Group		Date	October 2023	Page 23 of 41		
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.								

DISPENSE PRESCRIPTION Medications → Orders/Rx tab → Dispense

To dispense the order, click to select each item individually or use the blue and grey boxes to select or unselect all

Ordered by Varian, Dr. MD on Mar 08, 2023 at 12:37 Order ID 4	402100002 Approved on Mar 06, 2023 at 12:50 🛕 🖵 🗋 🔎 🚋 🍊
Select	DISPENSARY Influsion Rate Override Show Errors Print Label Print Label
Start Date Agent Description	Location Dispensing Status Preparation Type
Mar 08, 2023 🛅 NB Monitoring parameters 1 unknown Not Assigned once (Internal)	100 %
🛅 NB Reminder 1 unknown Not Assigned once (Internal)	100 %
DEXAMETHASONE 8 mg injection IV Inj once bolus (Internal)	100 %
CHLORPHENAMINE 10 mg injection IV Inj once bolus (Internal)	100 %
CINTERNATION SOM IN INTERNATION IN THE PART INTERNAL	100 %
ONDANSETRON 8 - 16 mg injection Intravenous Inf once continuous of minutes in sodium chloride 0.3% w/v 50 ml (1) at the rate of 200 mL/f (Interna)	
PACLITAXEL 162 mg (at 80 mg/m2) infusion Intravenous Inf once con over 1 hours in 0.9% Sodium Chloride PVC Free 250 ml (2) at the rate ml/mr (Internal)	
CARBOPLATIN 700 mg (at 6 AUC (CrCI)) infusion Intravenous Inf onc continuous over 30 minutes in glucose 5% w/v 500 ml (3) at the rate m/hr (Internal)	
DEXAMETHASONE 6 mg tablet Oral every am for 3 days (Pickup - In	nternal) 100 % TEST DISPENSARY
ONDANSETRON 8 mg tablet Oral b.d. for 3 days (Pickup - Internal)	100 % TEST DISPENSARY
METOCLOPRAMIDE tablet Oral Take as Directed (Pickup - Internal)	100 % TEST DISPENSARY

Select Approve to complete as prescribed or Modify Dose against the drug you wish to amend

Agent Description	Dispensed By	Date Dispensed	Drug Lot #	Manufacturer	Expiry Date	Prep Wastage	Comments				
Sep 12, 2016											
NB Monitoring parameters 1 unknown Not Assigned once											
Details for agent	Details for agent										
→ Modify Dose	Downs, Helen	22/08/2016			00/00/0000						
NB Ensure dexamethason	e pre-med has been taken 1 unknown N	Not Assigned once									
Details for agent											
Modify Dose	Downs, Helen	22/08/2016			00/00/0000						
METOCLOPRAMIDE 20 mg injection IV Inj once bolus											
Details for agent	Details for agent										
Modify Dose	Downs, Helen	22/08/2016			00/00/0000	mg					

Modify the drug as necessary.

Any changes made will not change the prescription or carry forward into subsequent cycles but will show as a change and will show on the drug admin windows, see main user guide for details.

Dose / Range Unit Ordering Dose 100 mg/m2 Porm Route Infusion Infusion Infusion Frequency Duration Continuous 1 hours S Days of Week Weekly Frequency Bag Volume New S Quantity Volume Unit Infusion Agent Volume					
Dose / Range Unit Ordering Dose 100 mg/m2 2000 to mg Infusion Infusion Infusion Form Route Infusion Mode Duration frequency Duration Infusion Infusion once Image: Continuous Image: Continuous Image: Continuous Days of Week Weekly Frequency Bag Volume 250 mg/m2 Quantity Volume Unit Image: Continuous Image: Continuous Admin Instructions Admin Instructions Image: Continuous Image: Continuous Image: Continuous	Agent				Substitutes Allowed?
2000 to mg Infusion Form Route Infusion Infusion Intravenous Inf Frequency Duration once Image: Construction Days of Week Weekly Frequency Construction Image: Construction Quantity Volume Unit Image: Construction S	DOCETAXEL			$\mathbf{\hat{v}}$	Strength Strength
Form Route Infusion Intravenous Inf Frequency Duration once Infusion Days of Week Weekly Frequency Days of Week Weekly Frequency Bag Volume 250 Rate 250 mL/hr Admin Instructions Infusion	Dose / Range	Unit			Ordering Dose 100 mg/m2
Infusion Intravenous Inf Frequency Duration once I Days of Week Weekly Frequency Days of Week Weekly Frequency Rate 250 Rate 250 Mainin Instructions Infusion Mode		mg		-	
Frequency Duration once to I doses Days of Week Weekly Frequency (none) I (none)	Form	Route			Infusion Mode Duration
Duration indexes Days of Week Days of Week Weekly Frequency Indexes Quantity Volume Unit Admin Instructions Diluation Diluent Sodium chloride 0.9% w/v 250 m New New New New New New New New	Infusion		Intravenou	s Inf	continuous 🗨 1 hours 🗨 💊
Days of Week Weekly Frequency PRN [none] Quantity Volume Unit Admin Instructions	Frequency				
PRN (none) Image: Construction (none) Image: Construction (none) Quantity Volume Unit Admin Instructions Image: Construction (none)	once		_, ,		sodium chloride 0.9% w/v 250 m 🔻 New 🔎 🥖 📎
Quantity Volume Unit Agent Volume Image: Constructions				_	Bag Volume 250 Rate 250 mL/hr
Quantity Volume Unit Image: Construction of the second sec	PRN	(none)		-	Agent Volume
	Quantity Volume	Unit			
			•		
Start Date 12/09/2016 Rx Seq. # 5	Admin Instructions				
					Start Date 12/09/2016 Rx Seq. # 5
				1	1

The order now shows as **DISPENSED** by pharmacy

Order #	Start Date		Status	
402100030	Oct 03, 2016	BRE-005 Docetaxel	PENDING	A
6 402100029	Sep 12, 2016	BRE-005 Docetaxel	DISPENSED	R _X A
6 402100028	Aug 22, 2016	BRE-005 Docetaxel	DISPENSED	R _X A

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 04 of 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 24 of 41
	KMCC document:	No responsibility v	will be accepted for the accu	racy of this information w	hen used elsewhere.	

MEDICATION HISTORY Medications → Medication History Tab

The medication history tab lists the medications prescribed and administered listed under **active chemotherapy** and **active non-chemotherapy** which will show drugs prescribed oin the current regimen. Inactive agents shows previously prescribed but now discontinued drugs

Medication	Last Given	Start Date	End Date	Indication
Active Chemotherapy Agents				
BORTEZOMIB (injection)		Dec 12, 2016		A
Daratumumab (injection)		Apr 29, 2020		A
DARATUMUMAB (infusion)		Apr 29, 2020		A
Active Non-Chemotherapy Agents				
ACICLOVIR (tablet)		Jul 18, 2016		A
ALLOPURINOL (tablet)		Jul 18, 2016		A
CHLORPHENAMINE (injection)	Oct 02, 2019 14:00	Sep 14, 2016		A
CO-TRIMOXAZOLE (trimethoprim and sulfamethoxazole) (tablet)		Jul 18, 2016		A
DEXAMETHASONE (injection)		Apr 29, 2020		A
DEXAMETHASONE (tablet)	Sep 14, 2016 09:00	Jan 12, 2016		A

PLAN HISTORY Medications → Plan History Tab

The **Plan History** tab lists current and previously prescribed regimens and shows their start date and end date (if appropriate). Click on the blue **Hx** symbol to view decision history e.g. reason for regimen discontinuation

Plan / Version	Start Date	End Date	Diagnosis
SUPP-008CV Daratumumab SC for substitution into M A H _x Tx Intent: 2764 Tx Use: 2764 Line of Tx: 14	6	May 4, 2020	Last Amendment Accepted: v1.0
HAEM-MYEL-037 Daratumumab, bortezomib (sc) & de: A H _x Tx Intent: 2764 Tx Use: 2764 Line of Tx: 14	6	May 4, 2020	Malignant neoplasm of ovary - C56

REGIMEN LIBRARY Medications → Regimen Library Tab

Prior to completing the first cycle of a regimen, the **Start Treatment** tab can be used to view available approved regimens, listed within their tumour site folders. Once a regimen cycle has been approved, the Start Treatment tab became the **Treatment** tab with details of the prescribed regimen only and the **Regimen Library** tab becomes available to view all regimens. Select the tumour site folder from the drop down menu then click once on the regimen to view. Regimen details appear in the middle window and the cycle can be changed using the drop down cycle menu.

Non-Hodgkin's Lymphoma	HAEM-NHL-026 Rituximab IV (Single agent) (Truxima) 1 cycles x 28 days	
AEM-NHL-006 CHOP 21 days (NHL) AEM-NHL-007 CHOP 14 days (NHL) AEM-NHL-017 CHOP 14 days (NHL) AHAEM-NHL-011 Cyclophosphamide Mol AAEM-NHL-013 DHAP	Day 1 May 18, 2020 NB Monitoring parameters 1 unknown Not Assigned once Image: Constraint of the second s	-
HAEM-NHL-013 DHAP LAEM-NHL-017 HDMP (single agent) LAEM-NHL-025 RC(IV) D (Truxima)	NB Pre-meds given 30-60 mins before Rituximab 1 unknown Not Assigned once Image: Comparison of the second sec	Scores 🗋
HAEM-NHL-026 Rituximab IV (Single ag	CHLORPHENAMINE 10 mg injection IV Inj once bolus over 1 minutes	
HAEM-NHL-031 Rituximab IV Maintenan- HAEM-NHL-034 Pixantrone	RITUXIMAB 375 mg/m2 infusion Intravenous Inf once continuous in sodium chloride 0.9% w/v 500 ml (1)	
LAEM-NHL-037 Gemcitabine & Oxalipla	NB Monitoring parameters 1 unknown Not Assigned once	
HAEM-NHL-039 Rituximab SC maintena HAEM-NHL-040 RC(Oral) D (Truxima)	NB Pre-meds given 30-60 mins before Rituximab 1 unknown Not Assigned once Image: Chick of the second se	Cyde 1 🔽
HAEM-NHL-044 CHOP R 21 days (Trux) HAEM-NHL-045 CHOP R 14 days (Trux) HAEM-NHL-045 CHOP R 14 days (Trux)	CHLORPHENAMINE 10 mg injection IV Inj once bolus over 1 minutes	Information 📄

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 05 of 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 25 of 41
	KMCC document	No responsibility v	vill be accepted for the accu	racy of this information w	hen used elsewhere.	

SECTION 8: DRUG ADMINISTRATION

DRUG ADMINISTRATION – DRUGS MARKED INTERNAL Drug Administration → Daily Administration Tab

The **Daily Administration** tab shows all drugs that should be administered within the ward/department and are therefore defined as 'Internal'' on the prescription. They are listed in administration order. Ensure the correct administration date is selected from the left. All entries for the selected day should be completed, including NB notes, by either recording them as having been administered or by marking them as not given. This will result in an empty screen for the selected day.

Daily Administration	Other Administration	Standing Orders	s Admi	inistration Hx	Medication Hx			Sex: Fe	male	DoB: Oct 22, 1
Admin. Date	Agent Dose - Admin. Dat	e / Time		Status	Admin Instr			Recording Info	2	
Dec 18, 2014	Internal									
Dec 17, 2014	1 ONDANSETRON 8 -	16 mg injection	Intraver	nous Infonce	e short over 15 minu	ites in so	dium chl	oride 100%		
Dec 16, 2014	🖞 0.9% w/v 50 ml (1) at the rate of	200 mL/l	hr						
Dec 15, 2014	8 mg	(1 of 1)	C1 / D1	PENDING	Order # 402100006	R	A	Co-Sign:		
Dec 14, 2014	🔎 Dec 10, 2014 00:00							Recorded:		
Dec 13, 2014	DEXAMETHASONE 8 mg	tablet Oral onc	e					100%		
Dec 12, 2014										
Dec 11, 2014	8 mg	(1 of 1)	C1 / D1	PENDING	Order # 402100006	R	A	Co-Sign:		
Dec 10, 2014 💮	🔎 Dec 10, 2014 00:00							Recorded:		
Dec 09, 2014	ATROPINE SULFATE 0.2	5 mg injection 9	5ubcutan	eous Inj onc	e bolus PRN			100%		
	0.25 mg	(1 of 1)	C1 / D1	PENDING	Order # 402100006	Rate	A	Co-Sign:		
	🔎 Dec 10, 2014 00:00					-1044		Recorded:		-
	2 IRINOTECAN HYDR minutes in sodium				infusion Intravenou rate of 500 mL/hr	s Inf ond	e short a	ver 30 100%		
	486 mg	(1 of 1)	C1 / D1	PENDING	Order # 402100006	R	A	Co-Sign:		
	🔎 Dec 10, 2014 00:00							Recorded:		
	CALCIUM FOLINAT	350 mg injecti 3) at the rate o	ion Intrav of 250 mL	venous Inf o /hr	nce short over 2 hou	irs in soo	lium chlo	ride 100%		
	350 mg	(1 of 1)	C1 / D1	PENDING	Order # 402100006	R	A	Co-Sign:		
	🔎 Dec 10, 2014 00:00					_		Recorded:		
	FLUOROURACIL 1,100 r	ng (at 400 mg/i	m2) injec	tion I¥ Inj o	nce bolus			100%		
	1,100 mg	(1 of 1)	C1 / D1	PENDING	Order # 402100006	Rate	A	Co-Sign:		
	🔎 Dec 10, 2014 00:00							Recorded:		-
	* Additional administration	n instructions hav	e been en	tered						
🕤 Pending Doses	Record	<u>A</u> djust A	djust All	Erro	r Co-Sign			+ 1	١	\$ 🛃

Record: Click once on drug to highlight then click to record drug administration details

Adjust: Adjusts the administration date of the selected drug

Adjust All: Adjusts the administration date of all drugs due

Co-Sign: Click to record co-sign of drug. Co-signee will then need to enter username and password. Hold shift and click on each drug to be co-signed to acknowledge co-sign for numerous drugs

Lined paper contains administration instructions, click to view

🖲 R in a yellow triangle indicates a previous reaction to the prescribed drug, Click to view

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dawa 00 af 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 26 of 41
	KMCC document:	No responsibility v	will be accepted for the accu	racy of this information w	hen used elsewhere.	

DOSE RECORDING

Drug Administration → Daily Administration Tab → Record

The top line displays what the prescriber ordered and the bottom line, what the pharmacy supplied. In most cases these will match but sometimes pharmacy may have made a change and they will differ e.g. change of diluent (see page 23).

Dispensed: 8 - 16 mg	g injection Intravenous Inf once s	100% Order # 402100 i minutes in sodium chloride 0.9% w/v 50 ml hort over 15 minutes in sodium chloride 0.9%	(1) at the rate of 200 mL/hr % w/v 50 ml (1) at the rate of 200 mL/hr	Recorded As Per —
Dose Seq.	Admin. Date/Time	# Doses Amt. Received Duration	Prep Wastage	Clinic / Hospital
Dose 1 of 1	Expected 10/12/2014 00:00	1 Detailed Recording 🗙	mg	C Patient
PENDING Dispensing	Actual 10/12/2014 00:00	1 8 mg	Drug Lot #:	C Agency
Disp Admin Instr 🗎	End 10/12/2014 00:00	🔲 Not Given	Manufacturer:	
				_
	the plain paper to		e as appropriate ber, expiry or any notes g specific administration	Adverse Reaction

Detailed Recording

For SACT infusions, select Detailed Recording to enable start and stop time details to be recorded

Enter a start time then select **Approve All** then **OK** to record but still leave item '**Active**' to allow a stop time to be entered

Administration Date/Time	# Doses	Amount Received	Approved By	Approve
Start 22/08/2016 10:00				

2nd nurse should follow the same process for entering a stop time then select **Approve All** then **Approve** at the admin screen to complete. This will then record at which stage each nurse was involved

Administration Da	te/Time		# Doses	Amount Received	Approved By	Approve
Start	22/08/2016	10:00			Downs, Helen	v
Stop 🕞	22/08/2016	11:00	1	200 mg		

SOF	P No	KMCCEP027	Version	3	Supersedes version	2	Dawa 07 of 44			
Writ	tten By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 27 of 41			
	KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.									

DRUG ADMINISTRATION – DRUGS MARKED PICK-UP INTERNAL Drug Administration → Other Administration Tab

DO NOT COMPLETE OTHER ADMINISTRATION UNTIL COMPLETION OF DAILY ADMINISTRATION. Once recordings have been made against drugs on the 'Other administration' tab, the prescription cannot be amended e.g. to delay prescription following treatment failure

The **Other administration** tab shows all drugs to be given to the patient to take home. Should a subsequent day or cycle be ordered this will be listed at the top of the screen. Care should be taken to ensure the correct date is selected for each drug. To document issue of drug to the patient, highlight the line then select **Record**...

aily Administration	Other Administration	Standing Orders	Administration Hx	Medica	ation Hx			Sex: Female	DoB: Apr 17,	1963 🤽
Ad Hoc Administration -										
Agent					Admin Instr	Admin Start Date	Quantity	Date of Last Dose		Record
DEXAMETHASONE table	et Oral Take as Directed (Pic	:kup - Internal)		Q		Sep 12, 2016				
METOCLOPRAMIDE tab	olet Oral Take as Directed (P	ickup - Internal)		P		Sep 12, 2016				Stop Recording
DEXAMETHASONE table	et Oral Take as Directed (Pic	:kup - Internal)		P		Aug 22, 2016				
METOCLOPRAMIDE tab	olet Oral Take as Directed (P	ickup - Internal)		P		Aug 22, 2016				

Record in the same way as for items on the Daily Administration tab

METOCLOPRAMIDE tablet Oral Take as D Dispensed: tablet O	irected	Directed				Order # 402100002	Tx Optional
Dose Seq.		Admin. Date/1	ïme	# Doses	Amt. Received	Duration	Prep Wastage
Dose 1 of 1	Expected	08/03/2023	00:00	1			
PENDING	Actual	08/03/2023	00:00	1		_	Drug Lot #:
Disp Admin Instr	End	08/03/2023	00:00		Not Given		Manufacturer:

Once an item had been recorded, it must be removed from the screen to ensure no further dose recordings are made against it. Highlight the relevant item then select **Stop Recording**. On the following screen select **Yes**.

aily Administration	Other Administration	Standing Orders	Administration Hx	Medicat	tion Hx		Sex: Female	DoB: Oct 10, 1	990 🤽
Ad Hoc Administration -									
Agent					Admin Instr	Admin Start Date	Quantity Date of Last Dose	2	Record
DEXAMETHASONE 6 mg	tablet Oral every am for 3	days (Pickup - Inter	mal)	P		Mar 08, 2023	Mar 08, 2023 10:0	00	
METOCLOPRAMIDE tab	let Oral Take as Directed (Pi	ckup - Internal)		Q		Mar 08, 2023	Mar 08, 2023 10:0	00	Stop Recording
ONDANSETRON 8 mg ta	ablet Oral b.d. for 3 days (Pi	ickup - Internal)		Q		Mar 08, 2023			

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 00 at 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 28 of 41
	KMCC document	No responsibility v	will be accepted for the accu	racy of this information w	hen used elsewhere.	

SECTION 9: PRESCRIBER WORK-LIST

The Provider Approval List shows all prescriptions left Pending	Test Result Alerts
by prescriber. All prescribers can view and action any other	Test Results
prescriber's list. Registrars should leave prescriptions pending under the consultant name, not their own.	Toxicity Assessments
	Visit Billing Events

Select the name of the prescriber whose list you wish to view by clicking on the torch or by picking from the top drop-down menu then select (All) from the bottom drop-down menu. Once the list has refreshed with your selection, click on the magnifying glass next to the Prescriptions total to view the current list.

Prescriptions	105 🔎
Test Result Alerts	0
Test Results	1
Toxicity Assessments	0
Visit Billing Events	0
Varian, Dr. MD	V
(All)	•

Prescriptions to be Approved for	r - Varian, Dr. MD					<u> </u>	Mo	odify
Patient	Patient ID	Order ID	Order Date	Start Date	Plan	Entered By		
XXtraining 1, testpatient	R785412	402100002	Oct 16, 2019	Nov 13, 2019	LUN-036 Pembrolizumab, Carbo & Pemetrexed followed by Pembrolizumab & Pemetrexed			<u>•</u>
ZZPatient9, HODU	New9	402100009	Sep 13, 2019	Oct 14, 2019	SUPP-003 Denosumab (Xgeva) every 4/52			
ZZPatient9, HODU	New9	402100011	Sep 13, 2019	Oct 07, 2019	GYN-002 Carboplatin and Paclitaxel		J	
ZZPatient8, HODU	New8	402100011	Sep 13, 2019	Sep 30, 2019	UGI-058 FLOT			

The list can be sorted by clicking on the column titles. This will sort them by Patient surname (A-Z or Z-A) or Start date (prescription start date). Select the prescription required by clicking once then select the folder icon to open the patient record. By selecting **Medications** in the **Proceed to** menu on the **Open Patient** window, whenever patient records are opened from the Provider Approval menu, it will open to the Medications window.

ŧ	Open Patient	t				×
	Visit	Patient	Reminders	Proceed to Medications		

Selecting the Modify button will only open the Pending prescription rather than opening the full patient record so you won't be able to put the next cycle in Pending this way.

Order / Rx Medications Cum. Dose Alerts Allergies/Adverse	e Reactions Cores HAEM-MYEL-037 Darate	umumab, bortezomib (sc) _dexamethasone	
Ordered by Varian, Dr. MD on May 27, 2020	at 12:07 🔽 Completed		
Order ID 402100405 Start on 08/06/2020 PENDING		5 2	
Internal		▲	Eavorites
-	37 Daratumumab, bortezomib (sc) & dexamethaso	one (DVD) - Cycle 3 Day 1	Add
1 NB Monitoring parameters 1 unknown Not Assigned once			
Plan - Opt 100 % 🗎 Admin Instructions 🦵 Approve 🥖	Last Ordered: 1.	Dose Mod. Reason	Modify
2 DEXAMETHASONE 20 mg injection IV Inj once		1	Adjust Start
Plan - Opt 🛛 100 % 📄 Admin Instructions 🧮 Approve 🖉	Last Ordered: 20. mg	Dose Mod. Reason	
3 PARACETAMOL 1,000 mg tablet Oral once			Dis <u>c</u> ontinue
Plan - Opt 🛛 100 % 📄 Admin Instructions 🧮 Approve 🎤	Last Ordered: 1,000. mg	Dose Mod. Reason	Delete
4 CHLORPHENAMINE 10 mg injection IV Inj once bolus over 1 minute	s		E.e.e.e
Plan - Opt 🛛 100 % 📄 Admin Instructions 🦳 Approve 🎤	🗸 Last Ordered: 10. mg	Dose Mod. Reason	Screen
5 NB Check accuracy of % dose reductions 1 unknown Not Assig	gned once		Adjust Dose
Plan - Opt 🛛 100 % 🗋 Admin Instructions 🧮 Approve 🌽	✓ Last Ordered: 1.	Dose Mod. Reason	
6 DARATUMUMAB 1,000 mg (at 16 mg/Kg) infusion Intravenous Inf	once continuous		
Plan - Opt 🛛 100 % 📄 Admin Instructions 🦳 Approve 🌽	🗸 Last Ordered: 1,000. mg (at 16 mg/Kg)	Dose Mod. Reason	
7 BORTEZOMIB 2.25 mg (at 1.3 mg/m2) injection Subcutaneous Inj o	nce bolus		
Plan - Opt 🛛 100 % 🗋 Admin Instructions 🧮 Approve 🌽	Last Ordered: 2.25 mg (at 1.3 mg/m2)	Dose Mod. Reason	
Pickup - Internal			
Administration Start Date Jun 08, 2020 HAEM-MYEL-03	37 Daratumumab, bortezomib (sc) & dexamethaso	one (DVD) - Cycle 3 Day 1	
8 DEXAMETHASONE tablet Oral Take as Directed			
Plan - Opt 🛛 100 % 📄 Admin Instructions 🧮 Approve 🌽	Last Ordered: None	Dose Mod. Reason	
			+
Additional administration instructions have been entered		<u> </u>	

The prescription can then be reviewed and amended as required before approving. Once approved, remember to put the next cycle back into Pending under the consultant's name

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 00 at 14
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 29 of 41
	KMCC document:	No responsibility v	will be accepted for the accu	racy of this information w	hen used elsewhere.	

SECTION 10: FLOW SHEET

Flow Sheet will display Vital Signs, Blood results (selected Trusts only) and Drug administrations, with the data dated at the top of the column with the cycle and day number if appropriate

•• • Visit Date	Mar 10/20 C1- D1	Mar 11/20 Visit			Mar 16/20 C1- D1	Apr 20/20 C2- D1		Apr 22/20 Visit	Apr 23/20 Visit	Apr 24/20 C2- D5	► ►	8
Vital Signs											Vital Signs	View/Date Range
Height	166.0	1						166.00	166.00	166.00	Height	All Days with Data
Weight	73.90							67.9)	67.90	Weight	Date 21/05/2019
BSA	1.8							1.77	1	1.77	BSA	To 20/05/2020
BMI	26.8	2						24.6400)	24.64	BMI	
Temperature	37.3	7						37.7	37.3	38.1	Temperature	View
Pulse	6	5						84	6	3 67	Pulse	(none)
Respiration	18	5						16	17	7 14	Respiration	(ione)
Systolic	160							146	159	9 148	Systolic	Choose Data Edit
Diastolic	6	7						77	66	3 74	Diastolic	Choose Datanni Esterni
O2 Sat	94							97	100	96	O2 Sat	Data
Dose Recordings											Dose Recordings	
AZACITIDINE	90	90	90	90	90	90	90	90	90	90	AZACITIDINE	Save As Print
NB Check accuracy of % dose reductions	1					1	1				NB Check accuracy of % dose reductions	
NB Monitoring parameters		1				1	1				NB Monitoring parameters	Refresh
ONDANSETRON	1	8	Not Given	Not Giver	1 8	3 8	3 8	8	1	3 8	ONDANSETRON	

Select **Choose Data** to customize what is displayed on the flow sheet. Entries with multiple same day results will be indicated by the green square and the most recent entry of the day will appear on the main view of the flow sheet and on any graphs produced. Right click on the relevant result and select **View Details** to view all results for that entry for that day.

Neutrophils (Gran)									
	Result	Unit		Date Collected	Normals				
)	1.1	10^9/L	÷ L	Jun 15 2015 09:30:55	(1.8/7.8)				
	1.5	10^9/L	L.	Jun 15 2015 09:27:05	(1.8/7.8)				
	1.5	10^9/L	L	Jun 15 2015 09:25:29	(1.8/7.8)				

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 00 af 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 30 of 41
	KMCC document:	No responsibility v	vill be accepted for the accu	racy of this information w	hen used elsewhere.	

SECTION 11: ARIA DOCUMENTATION

Questionnaires are patient specific so can only be opened from within the patient record. The window will open with '**Today**' selected in the drop down menu. Select '**All**' to view all questionnaires completed for the patient

	Patient Questionnaires - xxtes	t, helendowns - helentest - Birthdai	te: Dec 26, 1992 ***	NOT AN AC	TUAL PATIENT ***	
Highlight the required questionnaire then	View Time Period	-				
select View to open or		_				
Error to delete it. To	Date Type	Title		ID	Status	
start a new	Feb 19, 2016 Procedural Feb 19, 2016 Procedural	Patient Initial Set-Up Checks Pharmacist Clinical Screen		2	Approved Approved	A 31 44
questionnaire, select New , select a			1-			
	Clinical		Pre an	dposttr	eatment med	ication record
questionnaire from the	Procedur	al	Patien	t Initial S	et-Up Checks	
list then OK to open.	Procedur	al	Pharm	acist Clir	nical Screen	
To view errored	Procedure	al	Pharm	acy Com	ment	
questionnaires, check						
the 'Show errors' box						
	Da	te and Time of entry				
		28 / 05 / 2020 💌	01:00		÷	
	Wh	nere were pre-meds take	en?			
Complete the questionnaire	e	Taken on the ward				
as appropriate then select		Os supplied				
Approve to complete or		F Yes C No	C	N/A		
OK to save part-completed	Nu	mber of TTOssupplied	to the patie	nt		
details to return to later.		1 2 3 4				

NOTES

Highlight Select Er	notes are listed i note and select v ror to delete. To heck the 'Show	/iew to open. view errored	Date / Time Note Oct 25, 2019 15:08 Patient didn't Aproved	require TTOs as plenty at home.		Author / Type Progress Note Helen Downs Pharmacy
	filters at the bot ow by note type					
	View Header Data View Free-type text he	▼ 10 ▼ B <i>I</i>			Template	
for selec	ction. Select to c	hoose a templ	ate or select Cance	ble, they will be shown to start a blank note turn to later or Appro	e. Complete the	
SOP No Written By	KMCCEP027 H Downs	Version Authorised by	3 SACT Governance Group	Supersedes version Date	2 October 2023	Page 31 of 41
	KMCC document:	No responsibility v	vill be accepted for the acc	uracy of this information w	hen used elsewhere.	

SECTION 12: REVERSE FUNCTIONS

DRUG ADMINISTRATION – DOSE RECORDING – ERROR

On the Daily administration tab, drugs whose dose recordings have been completed will not be listed and if all the internal drugs have been administered, the whole panel will be empty. To recall the drugs, check the 'All **but errored**' radio button on the right.

Daily Administration	י Othe	r Administration	Standing Orders	Administration Hx	Medication Hx	Sex: Female	DoB: Dec 26, 1992 🛛 🔏
Admin. Date	Agent	Dose - Admin. Date	e / Time	Status	Admin Instr	Recording Info	Dose Recordings
May 18, 2020						L.	General Orders
Apr 29, 2020 🌪							Documentation
Jan 09, 2020							
Dec 02, 2019							
Nov 12, 2019							-Show
Oct 31, 2019							C All but Errored
Oct 30, 2019							Pending
Oct 02 2019							

Click once on the bottom administration line of the drug you required, then select '**Error**' then '**Yes**' to the popup window.

Daily Administratio	Other Administration Standing Orders Administration Hx Medication Hx	Sex: Female DoB: Dec 26, 1992 🧟
Admin. Date 🔺	Agent Dose - Admin. Date / Time Status Admin Instr	Recording Info Dose Recordings
May 18, 2020	Internal	General Orders
Apr 29, 2020 🌎	NB Monitoring parameters 1 unknown Not Assigned once	100%
Jan 09, 2020		
Dec 02, 2019	1 (1 of 1) C2 / D1 APPROVED Order # 402100403	Co-Sign:
Nov 12, 2019	C May 18, 2020 09:00	Recorded: Helen Downs
Oct 31, 2019	DEXAMETHASONE 20 mg injection IV Inj once	100%
Oct 30, 2019		C. Pending
Oct 02, 2019	20 mg (1 of 1) C2 / D1 APPROVED Order # 402100403 🙀 🗚	Co-Sign:
Sep 13, 2018	C May 18, 2020 09:00	Recorded: Helen Downs
Sen 10 2018		1000 B

Enter a reason for erroring the dose recording when prompted and **OK** to complete. The dose recording entry will now return to a **Pending** state

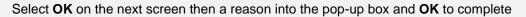
dmin. Date 🔺	Agent Dose - Admin. Date / Tim	e	Status	Admin Instr			Recording Info	<u> </u>	Dose Recordin
ay 18, 2020 💮	Internal								General Orders
or 29, 2020 🌎	NB Monitoring parameters 1	unknown Not Assig	gned once				100%		Documentation
n 09, 2020									
ec 02, 2019	1	(1 of 1) C2 / D1	APPROVED	Order # 402100403	R	A	Co-Sign:		
ov 12, 2019	C May 18, 2020 09:00						Recorded: Helen Dow	ns	Show
ct 31, 2019	DEXAMETHASONE 20 mg inje	ction IV Inj once					100%		 All but Error
ct 30, 2019		-							C Pending
ct 02, 2019	20 mg	(1 of 1) C2 / D1	PENDING	Order # 402100403	R	A	Co-Sign:		
ep 13, 2018	C May 18, 2020 00:00				-122		Recorded:		

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 00 of 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 32 of 41
	KMCC document:	No responsibility v	vill be accepted for the accu	racy of this information w	hen used elsewhere.	

ORDERS/RX - UNDISPENSE A PRESCRIPTION

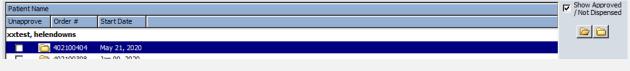
Highlight the order to be undispensed by clicking on it once then select '**Dispense**'. Select each drug individually or use the blue box to select all and the grey box to de-select all then select **Error**.

Select	Today	7	 Infusion Rate Override Dispensing details modified 	🗖 Show	/ Errors	rint Label
Start Date	Agent Description		Location	Dispensing S	Status	Preparation Type
May 21, 2020	NB Monitoring parameters 1 unknown Not Assigned once (Internal)	100 %	TEST DISPENSARY	Dispensed	A	
	NB Check accuracy of % dose reductions 1 unknown Not Assigned once	100 %	TEST DISPENSARY	Dispensed	A	
	BORTEZOMIB 2.25 mg (at 1.3 mg/m2) injection Subcutaneous Inj once bolus (Internal)	100 %	TEST DISPENSARY	Dispensed	A	Aseptic



ORDERS/RX – UNAPPROVE A PRESCRIPTION (PHARMACY)

Highlight the order to be unapproved by clicking on it once then select **Approve**. Select to '**Show Approved / Not dispensed'** in the top right of the window. Click on the folder symbol on the order to show further details if needed. Tick the box next to the order you wish to unapproved then select '**Unapprove**'



The status of the order will return to **APPROVED** by the precriber.

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 00 af 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 33 of 41
	KMCC document:	No responsibility v	vill be accepted for the accu	racy of this information w	hen used elsewhere.	

SECTION 13: FAVOURITE DRUGS

Favourite drugs are an agreed list of drugs which can be prescribed ad-hoc, either by adding to a standard regimen or as a stand-alone prescription. Only drugs in the favourite list can be added, prescribers do not have access to add drugs from scratch. Favourite drugs should **ONLY** be added from the local formulary.

FAVOURITE DRUGS – ADD TO MASTER LIST System Admin → Favourite Agents → Master List → New

Type the drug name, keeping the **Formulary Only** box checked then highlight required drug and select **OK**. If the drug required is not listed, it will need to be added to the formulary before proceeding

📈 Agent Sele	ction	
Agent Name	bar	
I	Formulary Only	
Agent	Number of Matching	Entries 3
PARACE	TAMOL - (capsule Oral)	- Customized
PARACE	TAMOL - (dispersible tablet Oral)	- Customized
PARACE	TAMOL - (tablet Oral)	- Customized

FAVOURITE DRUGS – ADD DRUG DETAILS

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**

	ange	Unit			_				
to		I		Dauta	•				
Form tablet			•	Route Oral		•	🔲 Take as	Directed	
Frequency	-		to	Unit	▼ for	Duration	Unit	•	[
Days of Week	-	Weekly F	req.] 🔽 Sync. D	our/Qty.	PRN			
Quantity		Volume		Unit		•	Substitu	utions Allowed?	
Prescription Typ Internal	e T								
Administration Ir	nstruction	5							

Once added to the master list, the entry will need to be checked by an appropriately trained pharmacist (or technician if it was built by a pharmacist) before adding to any prescriber lists

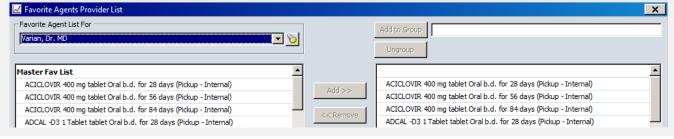
FAVOURITE DRUGS – ADD TO PRESCRIBERS LISTS System Admin → Favourite Agents → Master List

		Highligh	it the drug to b	e added by clicking c	n it once then selec	t ' Add '	
	then s the	ir list. Clicking o	bers who will h n the blue box g on the grey b	will select all box will de-select	Institution All Institu		▼ Cancel
s	OP No	KMCCEP027	Version	3	Supersedes version	2	
N	/ritten Bv	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 34 of 41

KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.

FAVOURITE DRUGS – PROVIDER LIST System Admin → Favourite Agents → Provider List

Select the prescriber from the drop-down list, The master list appears on the left and the selected prescribers list on the right. Click on a drug from the master list then select **Add** to add or click on a drug on the prescribers list then select **Remove** to remove.



FAVOURITE DRUGS – COPY PROVIDER LIST System Admin → Favourite Agents → Copy Provider List

Select a prescriber from the drop down menu on the left whose list you wish to copy then select a prescriber on the right who will receive the updated list. Select from the radio boxes to either add to the prescriber's exising favourites list or to replace replace the existing list. Select **Copy** to to complete.

🗹 Copy Provider Favorite Agents List	×
From Provider	To Provider(s) Add To Favorite Agents List Replace Favorite Agents List

FAVOURITE DRUGS – ADD TO GROUP System Admin → Favourite Agents → Provider List

Select a prescriber from the drop down menu on the left whose list you wish to update. Select drugs from the right hand side that you wish to group together. Multi-select is possible in this window. Enter a name for the group in the box then select '**Add to Group** to complete

🖌 Favorite Agents Provider List	_
Favorite Agent List For Varian, Dr. MD	Add to Group Aciclovir
	Lingroup
Master Fav List	
ACICLOVIR 400 mg tablet Oral b.d. for 28 days (Pickup - Internal)	ACICLOVIR 400 mg tablet Oral b.d. for 28 days (Pickup - Internal)
ACICLOVIR 400 mg tablet Oral b.d. for 56 days (Pickup - Internal)	ACICLOVIR 400 mg tablet Oral b.d. for 56 days (Pickup - Internal)
ACICLOVIR 400 mg tablet Oral b.d. for 84 days (Pickup - Internal)	ACICLOVIR 400 mg tablet Oral b.d. for 84 days (Pickup - Internal)
ACICLOVIR 400 mg tablet Oral b.d. for 84 days (Pickup - Internal) ADCAL -D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)	ACICLOVIR 400 mg tablet Oral b.d. for 24 days (klosup - Internal) ADCAL -D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)
ADCAL -D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)	ve
ADCAL -D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)	ADCAL -D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)
ADCAL-D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)	ADCAL -D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)
ADCAL -D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)	ADCAL -D3 1 Tablet tablet Oral b.d. for 28 days (Pickup - Internal)

SOP No	KMCCEP027	Version	3	Supersedes version	2	Daws 05 of 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 35 of 41
	KMCC document	No responsibility v	will be accepted for the accu	racy of this information w	hen used elsewhere.	

SECTION 14: SECURITY FUCTIONS

Citrix Receiver "	User name: Password:		_
	Domain:	admtw-tr Log On	
Se	MO Security		

User ID firstname.surname	from MTW NHS Trust	•
Password *****		
Login to MTW NHS Trust	_	\mathbf{Q}

Enter your username as **User ID**. This is usually first name.surname format. **From** should <u>always</u> be MTW NHS Trust and **Log into** should be the same. Your password must be between 6 and 10 characters long, start with a capital letter and be mixed case. It should contain at least 2 numbers, no special characters and be unique from the previous 5 passwords

USERS – USER REGISTRY

All users are listed here. Choose to show All, Active, Inactive or Suspended using the drop-down menu.

ne an, Dr. MD	User ID	Institution MTW NHS Trust	User Status
an, or. no	vmsmd	PH W NHS Trust	A
ew Modify	Inactivate Re	eset Password Change Na	ame Preferences
New: To create Modify: To char appropriate for tha	ige a user's user grou it user and if unsure, o	contact their line mana	e sk, ensure the change of group is ager or trainer. Users requesting be referred to the system

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 00 af 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 36 of 41
	KMCC document:	No responsibility v	vill be accepted for the accu	racy of this information wl	hen used elsewhere.	

CREATE AN ACCOUNT

Se	elect New from the Us	ser registry the	n Cancel
	NAME/ADI	DRESS TAB	
	rst and last names in f	ull. Leave all oth	ner fields blank
Name/Address Phone/Email	General	ID Keys	
Name Type First		Initial Last	Preferred
Legal (None)	<u>•</u>		
	PHONE/EMAIL 1	AB - Leave bla	nk
		AL TAB	
 User ID: As previously entere From: Always select MTW NH User Group: Select from drop appropriate for job role. Practice Management User I Discipline: Select from drop-or appropriate for job role Designation: Leave blank Classification: Select from drappropriate. Always complete for essential for other users Preferred Method of Corresp 'Unspecified' 	HS Trust o-down menu as ID: Leave blank down menu as rop-down menu as or consultants, not	Discipline Designation Classification	Emergency Access
• Provider box: For prescribers • Institution Button: Highlight the trust relevant to the user fro Add. It is not necessary to enter accounts, the exceptions being which will both need 'MTW NHS ward/department, highlight entry	each ward/department m the panel on the left r Hospital or Trust loca Nurse + Planner and I S Trust'. To remove a	t in turn from t then select ations to most User Admin	
ID KEYS TAB – C	Complete for consulta	ants and non-m	edical prescribers only
Enter the consultant's GMC nur the non-medical prescriber's reg the GMC# field. To find a GMC <u>https://www.gmc-uk.org/regis</u> <u>licensing/the-medical-registe</u> then search the register. To find registration number (only if they group), go to <u>https://www.pharmacyregula</u> <u>rmacist</u> then search the register	gistration number into number go to <u>stration-and-</u> <u>r#searchTheRegister</u> d a pharmacist r are in the Consultant tion.org/registers/pha	Name/Address Institutio Provider Global GP Pra GP 2D PAS ID	ctice Code

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dama 07 af 44
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 37 of 41
	KMCC document:	No responsibility v	vill be accepted for the accu	racy of this information w	hen used elsewhere.	

AGENTS – AGENT FORMULARY

Drugs already in the formulary are listed in alphabetical order. Drugs should be added to the formulary from the First Data Bank (FDB) wherever possible as these will then contain interaction and contraindication screening functions. If the drug is not available in the FDB then it should be addedfrom scratch. Drugs added from the FDB will be in capital letters, drugs added from scratch will be in normal sentence case

Agent Name	Agent Dosage Form
ABEMACICLIB	tablet (Oral, mg)
Abiraterone (Trial)	tablet (Oral, mg)
ABIRATERONE ACETATE	tablet (Oral, mg)

AGENTS – NEW – ADD FROM FDB

Select New to add a drug then select the First Databank tab then search by drug name

Check the box next to the drug, route and form you require then OK

Pent First Databank	Agent Informa	luon			
Search Agent Name tras					
Agent Name		Dosage Form / Route	Formulary Map Code		
TRASTUZUMAB		injection (Subcutaneous Inj)	•		
TRASTUZUMAB		infusion (Intravenous Inf)			
TRASTUZUMAB DERUXTECAN		infusion (Intravenous Inf)			
TRASTUZUMAB EMTANSINE		infusion (Intravenous Inf)			

Once added, the drug entry will need completing via Modify before it is ready to use

AGENTS – ADD FROM SCRATCH

Drugs should only be added from scratch following approval from the system administrator.

Select New to add a drug then select the Agent tab

Complete the agent name in standard sentence case then add dosage form and administration route from the drop down menus

Agent		First Databank	Agent Information	
	Agent Name	e [
	Dosage Form			•
	Admn Route	e Not Assigned		•

To complete the rest of the drug details follow instructions of 'Agents – Modify' below

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dawa 20 af 44				
Written By	Written By H Downs Authorised by SACT Governance Group Date October 2023 Page 38 of 41									
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.										

AGENTS – MODIFY

Agent Name: Not an amendable field	Agent Agent Information
• Dosage Form: As selected on drug selection	Agent Name TRASTUZUMAB
Admn Route: As selected on drug selection	Dosage Form Infusion
Strength: Leave blank	Admn Route Intravenous Inf Strength Unit Of Measure mg
Unit of Measure: Select from drop down list.	
• Formulary Map Code: Auto-completed, no action	Formulary Map Code
required	Drug Desc ID 057874
• Drug Desc ID: Auto-completed, no action required	Pharmacy Preparation Type Aseptic
Preparation Type: Select Aseptic for treatment drugs	Rounding Method Dose Banded
prepared aseptically	Round to Nearest
• Rounding method: Select as appropriate. For dose	Concentration 21 /mL Default Concentration
banded drugs, a symbol will appear to allow the table to	Classification Drug Class - General Chemotherapy
be inputted	Drug Class - Billing Chemotherapy
 Round to Nearest: Add a rounding to value if 	
appropriate	
Concentration: Add a value per ml as appropriate	
• Drug Class – General: Select Chemotherapy if	
appropriate, leave blank in all other cases	
• Drug Class – Billing: Select Chemotherapy if	
appropriate, leave blank in all other cases	

• Drug batch dispensing label: Leave blank

AGENTS – MODIFY - DOSE BANDING

Change Rounding Method drop down menu to 'Dose Banded' then click on 🕏

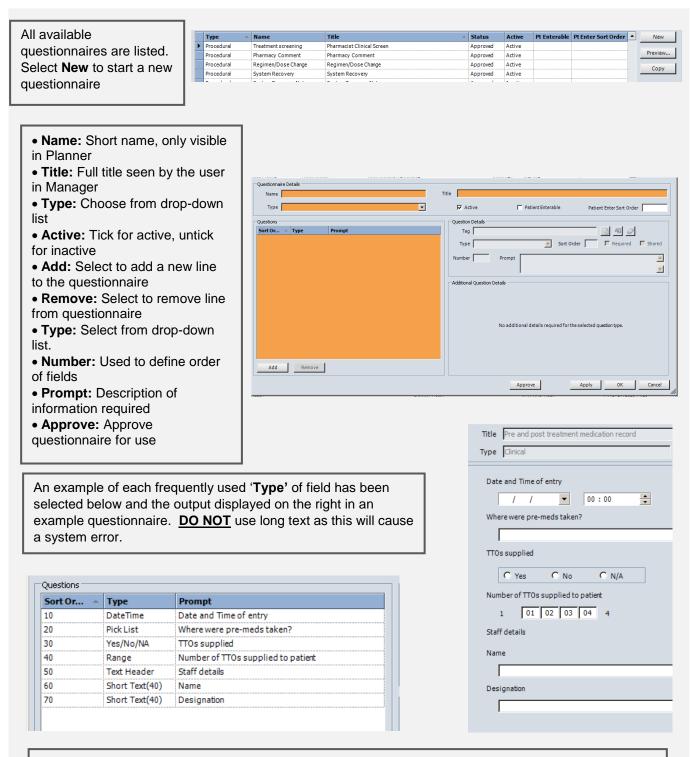
Select Add to add lines and Remove to remove them. The table must not contain any gaps. The dose range minimum must be to 2 decimal places and the maximum to 4 decimal places

Dose Range Minimum	Dose Range Maximum	Ordering Dose	Add
161.03	192.4699	176.4	
192.47	230.0399	210.0	Delete
230.04	272.1899	252.0	
272.19	314.2999	294.0	
314.3	356.3799	336.0	
356.38	408.2899	378.0	
408.29	471.4499	441.0	
471.45	544.3799	504.0	

SOP No	KMCCEP027	Version	3	Supersedes version	2	Dawa 20 of 44		
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	Page 39 of 41		
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.								

SECTION 15: BUILDING QUESTIONNAIRES

Planner → System Admin → Questionnaires



It is not possible to amend the set-up of questionnaires so if changes are needed, select to **Copy** the existing questionnaire then amend the copy, remembering to inactivate the original questionnaire once the updated one is approved for use

SOP No	SOP No KMCCEP027 Version 3 Supersedes version 2 Page 40 of 41 Weiture Pro Https://documents.com/ 24000 October 20000 Page 40 of 41 Page 40 of 41								
Written By	Written By H Downs Authorised by SACT Governance Group Date October 2023 Page 44								
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.									

SECTION 16: RUNNING REPORTS

File → Reports

Al Admission Report - Selected Patient Favorites Advanced Auditing - Drug Administration Administrative Advanced Auditing - Drug Administration Administrative Advanced Auditing - Patient Clinical Adverse Events - by Patient and Date Financial Adverse Events - by Patient and Date - CUSTOM Lab Adverse Events - by Plan and Date Other Adverse Events - by Plan and Date Pharmacy Adverse Events - by Selected Patient and Date Notes Adverse Events - by Selected Patient and Date Notes Adverse Events - by Selected Patient and Date Physician Adverse Events - by Selected Patient and Date Schedule Agent / Diagnosis Support Registry - Override Listing CUSTOM Agent Inventory Requirements Agent Listing - Formulary Agents with Billing Codes, Dosage Forms, Costs and Prices Totals:	Select Report Category	Select Report Title	
Favorites Advanced Auditing - Drug Administration Image: Advanced Auditing - Patient Administrative Advanced Auditing - Patient Report Description Clinical Adverse Events - by Patient and Date - CUSTOM Adverse Events - by Patient and Date - CUSTOM Lab Adverse Events - by Patient and Event Description: Select patient to print patient Outcomes Adverse Events - by Plan and Date Description: Select patient to print patient of or admissions. Pharmacy Adverse Events - by Selected Patient and Event Description: Select patient to print patient of or admissions. Physician Adverse Events - by Selected Patient and Event Export: Excel, pdf, rtf, bt Physician Adverse Events - by Selected Patient and Event GroupSort: Patient name and D Physician Adverse Events - by Selected Patient and Event GroupSort: Patient name and D Physician Adverse Events - from Questionnaire Layout/Paper: Portrat/Letter Parameters: Patient number Totals: Additional info:	All	Admission Report - Selected Patient	Preview
Clinical Adverse Events - by Patient and Date Report Description Finandal Adverse Events - by Patient and Date - CUSTOM GENERAL Lab Adverse Events - by Patient and Date - CUSTOM Audrese Events - by Plan and Date Outcomes Adverse Events - by Plan and Date Description: Select patient to print patient and Date Other Adverse Events - by Plan and Event Description: Select patient to print patient and Date Pharmacy Adverse Events - by Selected Patient and Date Export: Excel, pdf, rff, bt Pharmacy Adverse Events - from Questionnaire Export: Excel, pdf, rff, bt Provide Adverse Events - from Questionnaire Export: Excel, pdf, rff, bt Records After Care Questionnaire Report Layout/Paper: Portrait/Letter Schedule Agent Formulary - Dose Banding Parameters: Patient number Adjerting - Favorites by Provider Totals: Additional Info:	Favorites	Advanced Auditing - Drug Administration	
Clinical Adverse Events - by Patient and Date GENERAL Financial Adverse Events - by Patient and Date - CUSTOM Audience: Admissions Lab Adverse Events - by Patient and Date - CUSTOM Description: Select patient to print patient Coltomer Adverse Events - by Plan and Date Description: Select patient to print patient Other Adverse Events - by Plan and Date Description: Select patient to print patient Other Adverse Events - by Selected Patient and Date Export: Excel, pdf, rtf, bt Pharmacy Adverse Events - by Selected Patient and Event Export: Excel, pdf, rtf, bt Physician Adverse Events - from Questionnaire Export: Excel, pdf, rtf, bt Records After Care Questionnaire Report Layout/Paper: Portrat/Letter Schedule Agent Tormulary - Dose Banding Parameters: Patient number CUSTOM Agent Tormulary Requirements Additional Info:	Administrative	Advanced Auditing - Patient	- Report Description
Financial Adverse Events - by Patient and Date - CUSTOM Audience: Admissions Lab Adverse Events - by Patient and Event Description: Select patient to print patient demographics, physicians & diagnosis infor for admissions. Other Adverse Events - by Plan and Event Description: Select patient to print patient demographics, physicians & diagnosis infor for admissions. Pharmacy Adverse Events - by Selected Patient and Date Export: Excel, pdf, rdf, bt Group/Sort: Patient name and ID Notes Adverse Events - by Selected Patient and Event Export: Excel, pdf, rdf, bt Pysidian Adverse Events - from Questionnaire Records After Care Questionnaire Report Layout/Paper: Portrait/Letter Schedule Agent Formulary - Dose Banding Agent Tivertury Requirements Agent Listing - Favorites by Provider Totals: Additional Info: Totals:	Clinical	Adverse Events - by Patient and Date	
Dutcomes Adverse Events - by Plan and Date Description: Select platient to print patient demographics, physicians & diagnosis infor for admissions. Dither Adverse Events - by Plan and Event for admissions. Pharmacy Adverse Events - by Selected Patient and Date for admissions. Notes Adverse Events - by Selected Patient and Event Export: Excel, pdf, rdf, btt Group/Sort: Patient name and ID Notes Adverse Events - from Questionnaire Export: Excel, pdf, rdf, btt Group/Sort: Patient name and ID Records After Care Questionnaire Report Layout/Paper: Portrat/Letter Parameters: Patient number CUSTOM Agent Tormulary - Dose Banding Totals: Agent Turkny Requirements Totals: Agent Listing - Favorites by Provider Totals:	Financial	Adverse Events - by Patient and Date - CUSTOM	
Outcomes Adverse Events - by Plan and Date demographics, physicians & diagnosis infor Other Adverse Events - by Plan and Event for admissions. Pharmacy Adverse Events - by Selected Patient and Date Export: Excel, pdf, rtf, bt Notes Adverse Events - by Selected Patient and Event Group/Sort: Patient name and ID Physician Adverse Events - by Selected Patient and Event Export: Excel, pdf, rtf, bt Records After Care Questionnaire Report Layout/Paper: Portrait/Letter Schedule Agent / Diagnosis Support Registry - Override Listing Parameters: Patient number CUSTOM Agent Tornulary - Dose Banding Totals: Additional in fo: Additional in fo: Additional in fo:	Lab	Adverse Events - by Patient and Event	
Other Adverse Events - by Palar and Event for admissions. Pharmacy Adverse Events - by Selected Patient and Date Export. Excel, pdf, rtf, btt Notes Adverse Events - by Selected Patient and Event Group/Sort. Patient name and D Physician Adverse Events - from Questionnaire Layout/Paper: Portrait/Letter Records After Care Questionnaire Report Layout/Paper: Portrait/Letter Schedule Agent / Diagnosis Support Registry - Override Listing Parameters: Patient number CUSTOM Agent Turving Requirements Totals: Agent Listing - Favorites by Provider Totals:	Outcomes	Adverse Events - by Plan and Date	
Notes Adverse Events - by Selected Patient and Event Export: Excel, pdf, rff, bt Csport: Excel, pdf, rff, bt Physician Adverse Events - from Questionnaire Group/Sort: Patient name and ID Group/Sort: Patient name and ID Records After Care Questionnaire Report Layout/Paper: Portrait/Letter Schedule Agent / Diagnosis Support Registry - Override Listing Parameters: Patient number CUSTOM Agent Turnory Requirements Totals: Agent Listing - Favorites by Provider Totals:	Other	Adverse Events - by Plan and Event	
Votes Adverse Events - by selected Patient and Event Group/Sort: Patient name and ID Physidian Adverse Events - from Questionnaire Layout/Paper: Portrait/Letter Schedule Agent Ziventory Requirements Parameters: Patient number CUSTOM Agent Tiventory Requirements Totals: Agent Listing - Favorites by Provider	Pharmacy	Adverse Events - by Selected Patient and Date	
Adverse Events - from Questionnaire Adverse Events - from Questionnaire Accords After Care Questionnaire Report Layout/Paper: Portrait/Letter Schedule Agent / Diagnosis Support Registry - Override Listing Parameters: Patient number JUSTOM Agent Formulary - Dose Banding Totals: Agent Listing - Favorites by Provider Additional in fo:	Notes	Adverse Events - by Selected Patient and Event	
Custod Agent / Diagnosis Support Registry - Override Listing Parameters: Patient number Custod Agent / Diagnosis Support Registry - Override Listing Parameters: Patient number Custod Agent / Inventory Requirements Totals: Agent Listing - Favorites by Provider Additional Info:	Physician	Adverse Events - from Questionnaire	Group/Sort, Patient name and iD
CUSTOM Agent Formulary - Dose Banding Agent Listing - Favorites by Provider Totals: Agent Listing - Favorites by Provider	Records	After Care Questionnaire Report	Layout/Paper: Portrait/Letter
CUSTOM Agent Formulary - Dose Banding Totals: Agent Inventory Requirements Agent Listing - Favorites by Provider Additional Info:	Schedule	Agent / Diagnosis Support Registry - Override Listing	Parameters: Datient number
Agent Listing - Favorites by Provider Additional Info:	CUSTOM	Agent Formulary - Dose Banding	
Agent Listing - Favorites by Provider		Agent Inventory Requirements	
Agent Listing - Formulary Agents with Billing Codes, Dosage Forms, Costs and Prices TECHNICAL		Agent Listing - Favorites by Provider	Additional Info:
		Agent Listing - Formulary Agents with Billing Codes, Dosage Forms, Costs and Prices	TECHNICAL
Agent Listing - Summary Count of Agents Administered - by Agent Class, Agent and Diagnosis		Agent Listing - Summary Count of Agents Administered - by Agent Class, Agent and Diagnosis	
Report Parameters Report Name	Report Parameters	· · · · · · · · · · · · · · · · · · ·	- Report Name
R Number adm_pt.rpt		R Number	adm_pt.rpt

Search: Title = Full display title of report, Name = Abbreviated report name

Report Category: Pre-defined category assigned to each report. Select All to display all in alphabetical order by display title

Select report title: Scroll down list. Click once to select and display report description and enter required parameters

Report Description: Details of the data which the report does and doesn't capture and how it is displayed

Report Name: Abbreviated report name

Preview: Once the report you require has been highlighted and any required parameters completed, select Preview to run the report

Commonly required parameters:

Provider: Prescriber

Institution: Appear as ward/department level, hospital level and Trust level. The institution named MTW NHS Trust will return results for all levels of institution at all Trusts. For results from MTW only, select Maidstone & Tunbridge Wells NHS Trust.

Plan Name: Appears in Planner and should be entered between 2 asterix and exactly as it is entered in planner including spaces and capitalisation

Rx Type: **Int** = Internal (given on the ward/department), **PUInt** = Pick-Up Internal (given to the patient to take home), **PUExt** = Pick-Up External (Not used)

SOP No	SOP No KMCCEP027 Version 3 Supersedes version 2 Page 41 of 41								
Written By	Written By H Downs Authorised by SACT Governance Group Date October 2023 Page 41 01 41								
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.									