QUICK GUIDE TO PRESCRIBING IN ARIA

NHS
Kent and Medway
Cancer Collaborative

1.	OPEN PATIENT RECORD	Patient tab ➔ Enter Identifier ➔ select Search
	Double click on line displaying relevant patient or click once on line and select Open	

2.	ENSURE CONSULTANT IS PRESENT IN DEMOGRAPHICS	View ➔ Demographics
	In the Providers tab Select Modify to add this information if not present	

3.	COMPLETE DIAGNOSIS INFORMATION	Exam icon
	a. **Diagnosis:** New ➔ 🔍 ➔ start to enter diagnosis. Click on correct diagnosis from the list ➔ OK	
	b. **Pathology:** Pathology tab ➔ Cell Histology ➔ complete Cell Category, Type and Grade ➔ OK	
	c. **Staging:** Staging tab ➔ 🗐 ➔ Click on each letter in turn from the left-hand Criteria window then check the box of the appropriate code. Select Approve then OK on the following screen to complete	
	d. **Performance Status:** Performance status tab ➔ Assess ➔ Select value ➔ Approve to complete	

4.	PATIENT HISTORY	History icon *Never free-type drug names, always enter via the torch icon*
	a. Allergies ➔ New ➔ 🔦 ➔ un-check the formulary only ➔ start to enter drug name ➔ select drug ➔ OK ➔ Complete severity and description ➔ OK to complete or Save-New to enter another allergy	
	b. Allergies ➔ check 'no known allergies' if appropriate	
	c. Medications ➔ Do not enter concomitant medications in ARIA (Tick No External Meds)	

5.	ENTER PATIENT HEIGHT AND WEIGHT	Vital Signs Icon
	Enter values in the large box on the right next to the units of measure ➔ Select Approve All to complete	

6.	PRESCRIBE REGIMEN	Rx icon ➔ Start Treatment tab
	a. Select regimen: Select from tumour site folder and ensure correct version chosen	
	b. Start prescription: Check box beside each cycle and / or day you wish to order ➔ select Order…	
	c. Prescribing carboplatin: Click CrCl button ➔ enter <u>serum creatinine</u> ➔ adjust the date to the test date ➔ OK to complete	

7.	REVIEW AND AMEND PRESCRIPTION	Rx icon ➔ Order/Rx tab ➔ Buttons on right hand side (Ensure the 'Ordered by' and 'Start On' Date are completed to enable all buttons)
	• **Dose calculation management box:** Check and review values used	
	• **Favorites:** To add a drug or regimen	
	• **Modify:** To change everything other than the dose	
	• **Modify:** To enter EDTA in the unit drop down box select AUC (EDTA) and change the AUC value in the Dose/Range field. Select the EDTA box and enter the value in the next screen in the box next to the unit of measure and enter the date the result was collected to ensure an accurate reflection and expiry of the result. Select all approve to complete.	
	• **Modify:** To change diluent, always select New then pick from the drop-down list	
	• **Discontinue:** Highlight relevant drug (ensure only 1 line highlighted) then select. Repeat to undelete	
	• **Delete:** Highlight relevant drug then select Delete. Highlight and select Undelete to reverse this action.	
	• **Screen:** <u>The ARIA screening tool must not be relied upon. A manual evaluation of drug interactions and allergies must be performed</u>	
	• **Adjust Dose:** Click on any drug and select adjust dose to view dose adjust window	
	• **Change administration order of drugs:** click once on it to highlight then use the up/down arrows ⬆⬇ to move.	

8.	APPROVE THE PRESCRIPTION AND LEAVE THE NEXT CYCLE PENDING	Rx icon ➔ Order/Rx tab
	Select Approve All to finish the order. Click on the treatment tab then start order for next cycle. Repeat step 7 as necessary and leave the cycle Pending under the Consultant's name	

9.	AMEND AND COMPLETE PRESCRIPTIONS	Rx icon ➔ Order/Rx tab
	From pending: Double click to open, review and amend as per steps 7 & 8 above. Approve t complete	
	From approved: Select ReIssue button, review and amend as per steps 7 & 8 above then select approve to complete. If the ReIssue button is greyed out, contact pharmacy	

10.	VIEW OUTSTANDING PRESCRIPTION APPROVALS	Provider Approvals Icon
	Select clinican's name using 🔦 and select 'ALL' in the locations box then click on magnifying glass 🔍 to view all prescriptions. Select prescription line then 🗐 to open patient prescription and review prescription	

11.	MODIFY, DELAY AND DISCONTINUE REGIMEN	Rx Icon ➔ Treatment tab ➔ ✏️
	• **Modify:** Use to change cycle length, add or remove cycles	
	• **Delay:** Use to delay treatment	
	• **Discontinue:** Use to discontinue treatment but only after the last treatment cycle has been administered	