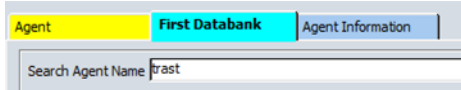
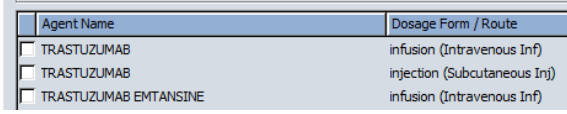
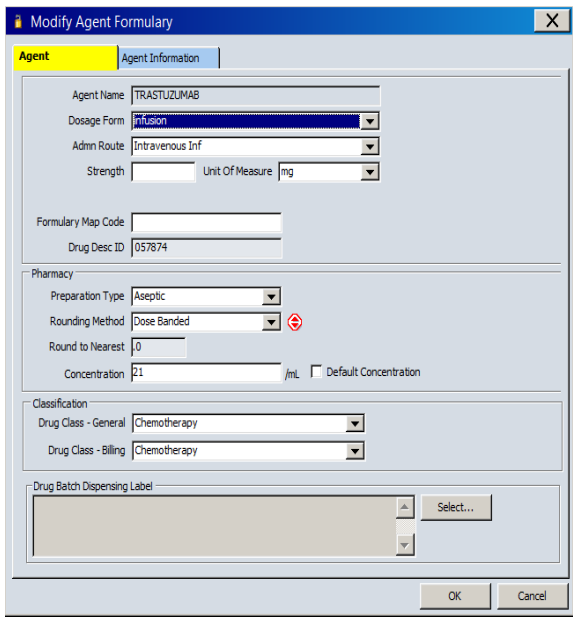


## ADDING, AMENDING & DELETING AGENTS FROM THE ARIA FORMULARY

<b>1.</b>	<b>Receive documentation</b>	
		Ensure you are in receipt of form 'KMCCEP013 Request to add, amend or delete a drug in the Aria formulary' and that it is completed in full before proceeding
<b>2.</b>	<b>Open the local drug formulary</b>	<b>Security → Agents → Agent Formulary</b>
		If the drug you require is not present, it will need adding to the formulary, continue to step 3 If the drug you require is present but needs amending, go to step 4 If the drug you require needs deleting, highlight the entry then select Delete
<b>3.</b>	<b>Check for the drug in the FDB</b>	<b>Security → Agents → Agent Formulary → New → First Databank Tab</b>
	Type the name of the drug you require into the 'Search Agent Name' field	
<b>4.</b>	<b>Add Drug from FDB</b>	<b>Security → Agents → Agent Formulary → New → First Databank Tab</b>
	Select the tick-box next to the required drug name, form & route then select OK If the drug you require is not listed, contact the system administrator before proceeding.	
<b>5.</b>	<b>Complete Drug Details</b>	<b>Security → Agents → Agent Formulary → Highlight Drug → Modify</b>
	<p>a) Agent Name: Not an amendable field</p> <p>b) Dosage Form: As selected on drug selection</p> <p>c) Admn Route: As selected on drug selection</p> <p>d) Strength: Leave blank</p> <p>e) Unit of Measure: Select from drop down list.</p> <p>f) Formulary Map Code: Auto-completed, no action required</p> <p>g) Drug Desc ID: Auto-completed, no action required</p> <p>h) Preparation Type: Select Aseptic for treatment drugs prepared aseptically</p> <p>i) Rounding method*: Select as appropriate. For dose banded drugs, a symbol will appear to allow the table to be inputted, see point 6</p> <p>j) Round to Nearest*: Add a rounding to value if appropriate</p> <p>k) Concentration: Add a value per ml as appropriate</p> <p>l) Drug Class – General: Select Chemotherapy if appropriate, leave blank in all other cases</p> <p>m) Drug Class – Billing: Select Chemotherapy if appropriate, leave blank in all other cases</p> <p>n) Drug batch dispensing label: Leave blank</p> <p>* Dose rounding and banding should only be added to drugs that will be dosed using a calculation. Drugs that are always prescribed as a flat dose do not need dose rounding or banding added as this will not be applied by the system when prescribed.</p>	
<b>6.</b>	<b>Add Dose Banding Table</b>	<b>Security → Agents → Agent Formulary → Highlight Drug → Select Modify</b>
		Follow KMCCEP029 for guidance
<b>7.</b>	<b>Add drug from scratch</b>	<b>Security → Agents → Agent Formulary → New → Agent Tab</b>
		If the drug you require is not listed in the FDB tab and following approval from the system administrator, it will need to be added from scratch. Complete the agent name in normal sentence case e.g. Paracetamol <u>not</u> PARACETAMOL. Uppercase drug names should only be entered for acronyms. Add the dosage form and admin route from the drop-down menus then complete as described in 5d-n above.
<b>8.</b>	<b>Complete new drug entry</b>	
		Once entry complete, select OK to save
<b>9.</b>	<b>Request check of entry</b>	
		Gain a check of the entry from a suitably trained pharmacist (other than the builder if applicable), or technician if built by a pharmacist

SOP No	KMCCEP007	Version	3	Supersedes version	2	Page 1 of 1
Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	