



**Kent and Medway
Cancer Collaborative**

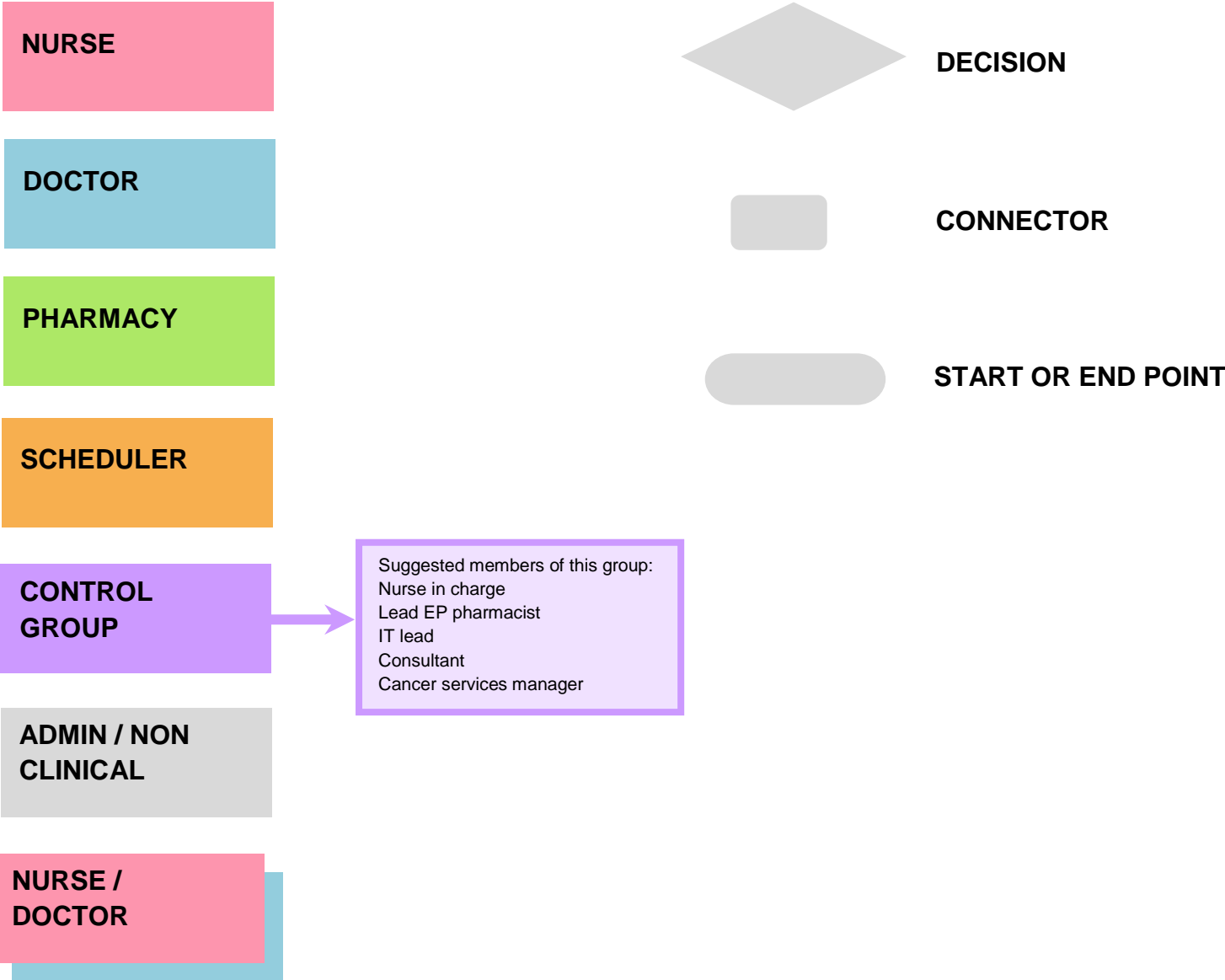
SACT Electronic Prescribing

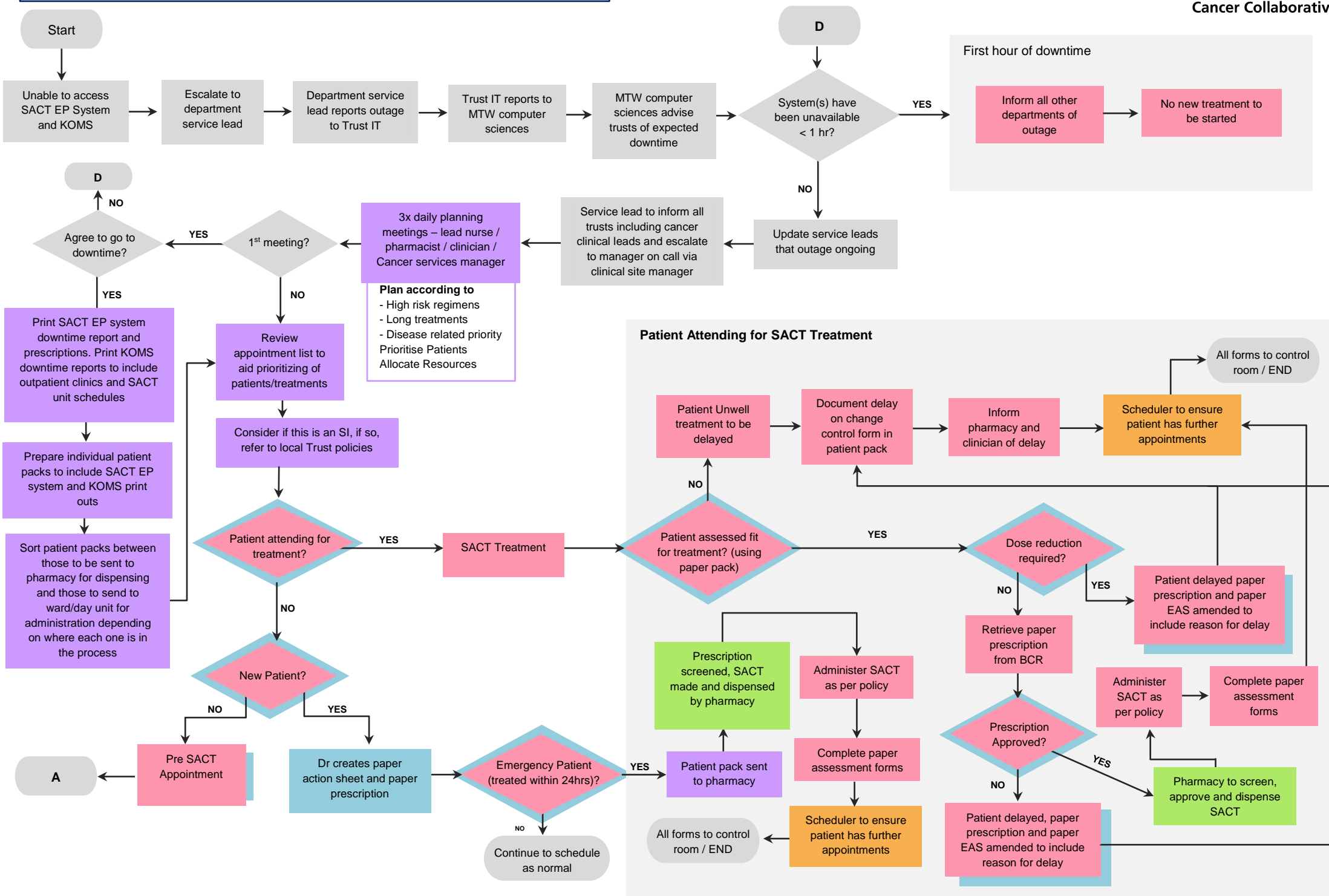
Business Continuity Plan

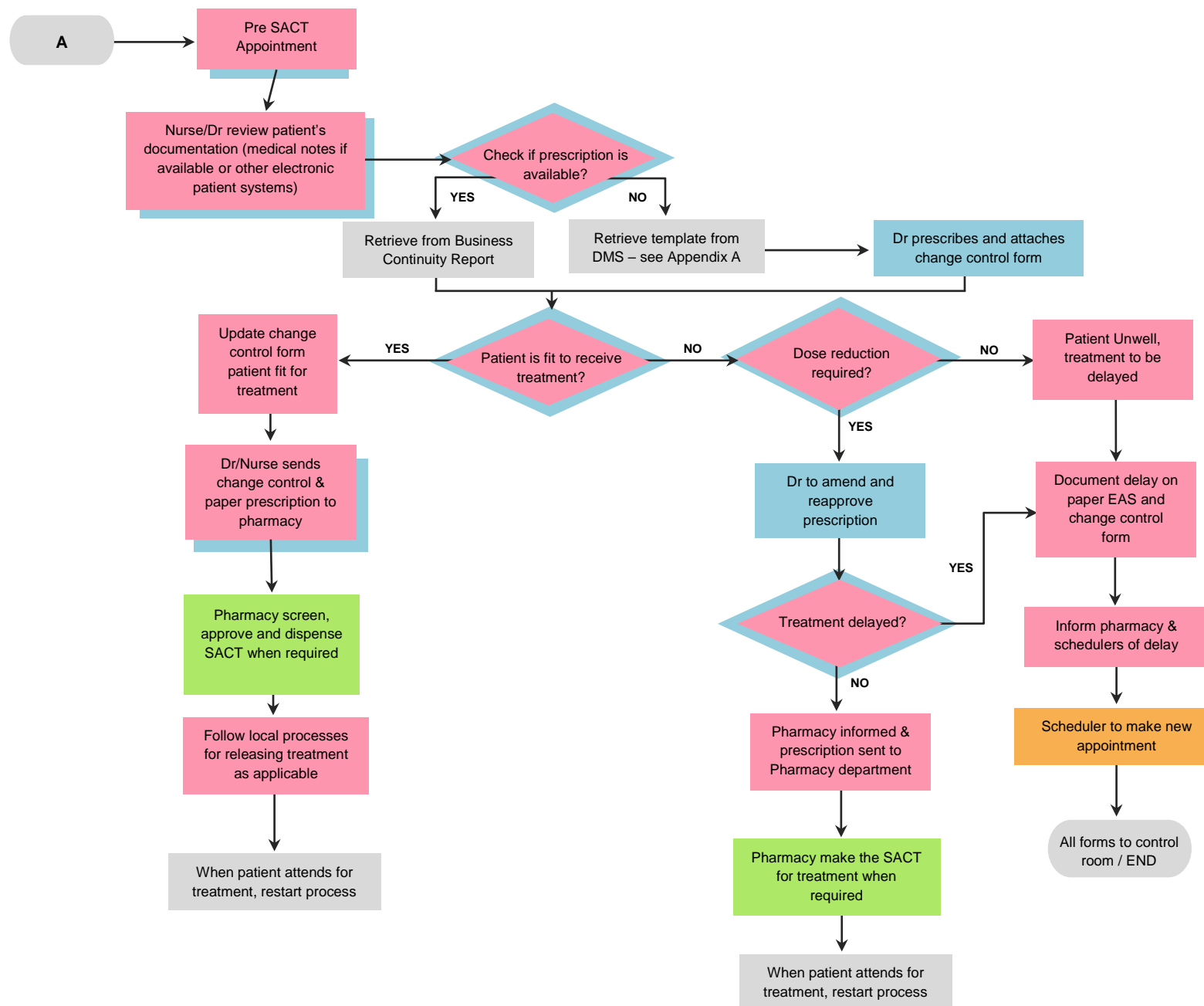
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Version status	FINAL

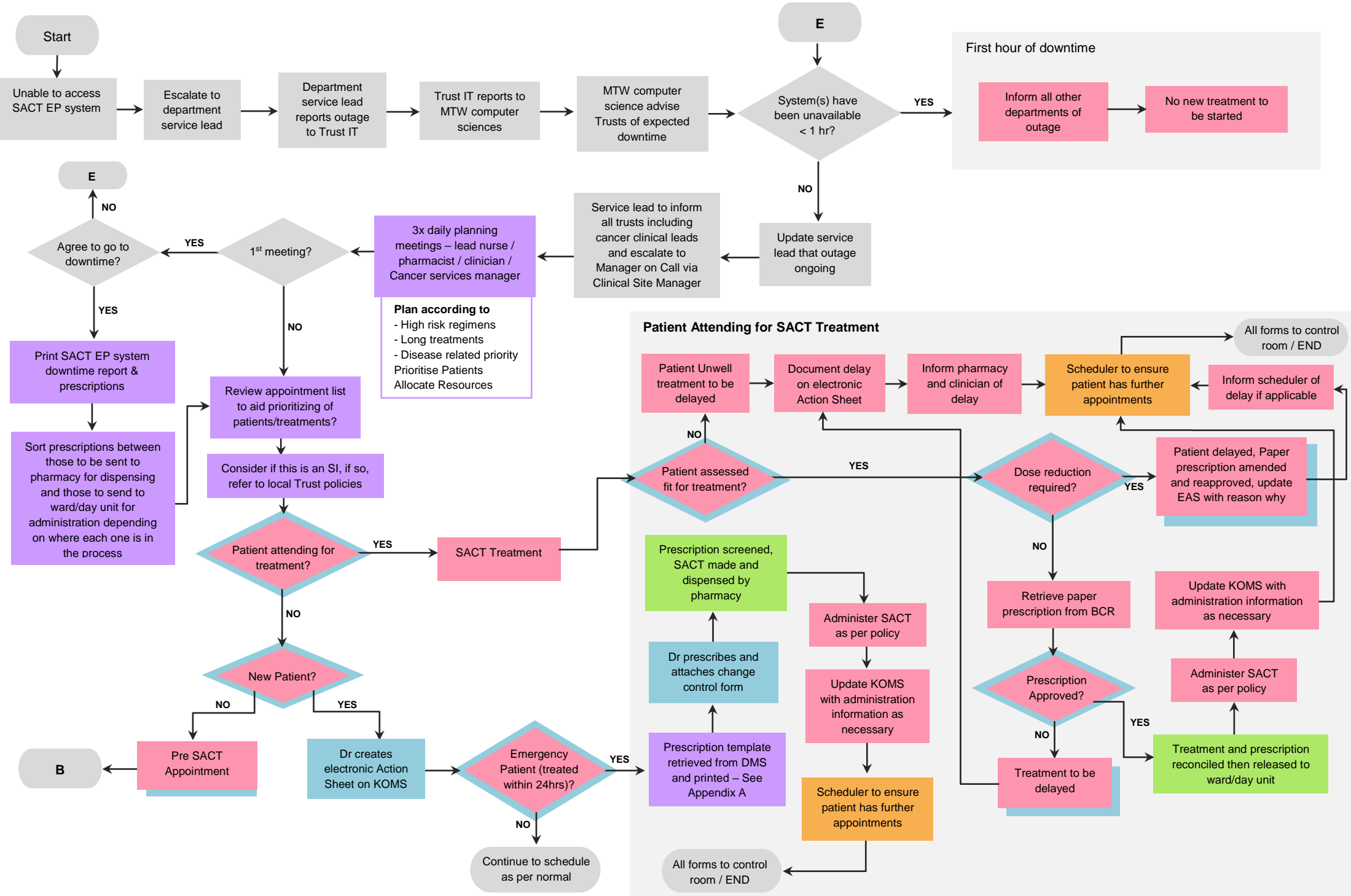
****This pathway applies to all ARIA regimens including paediatrics and clinical trials****

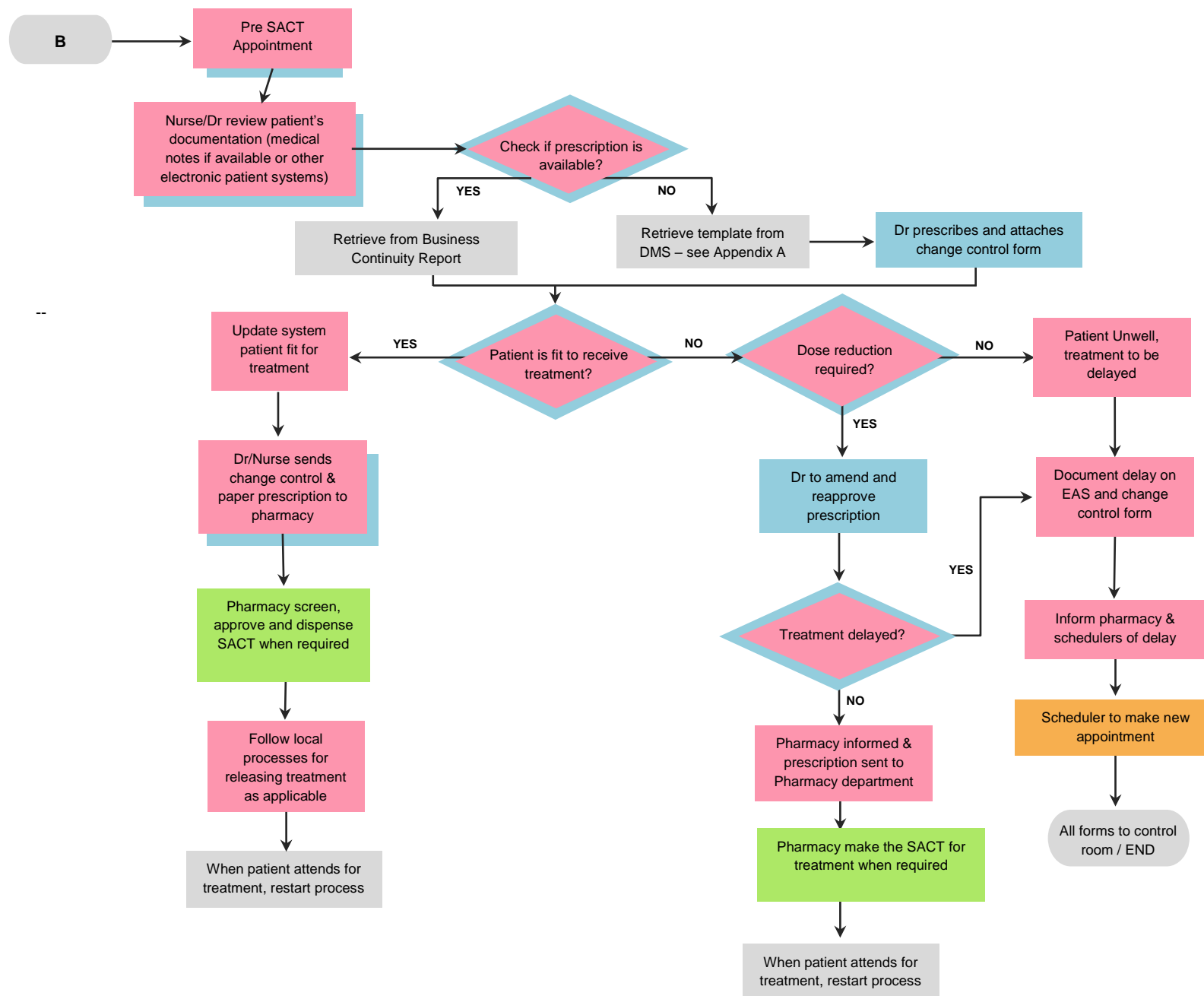
Legend

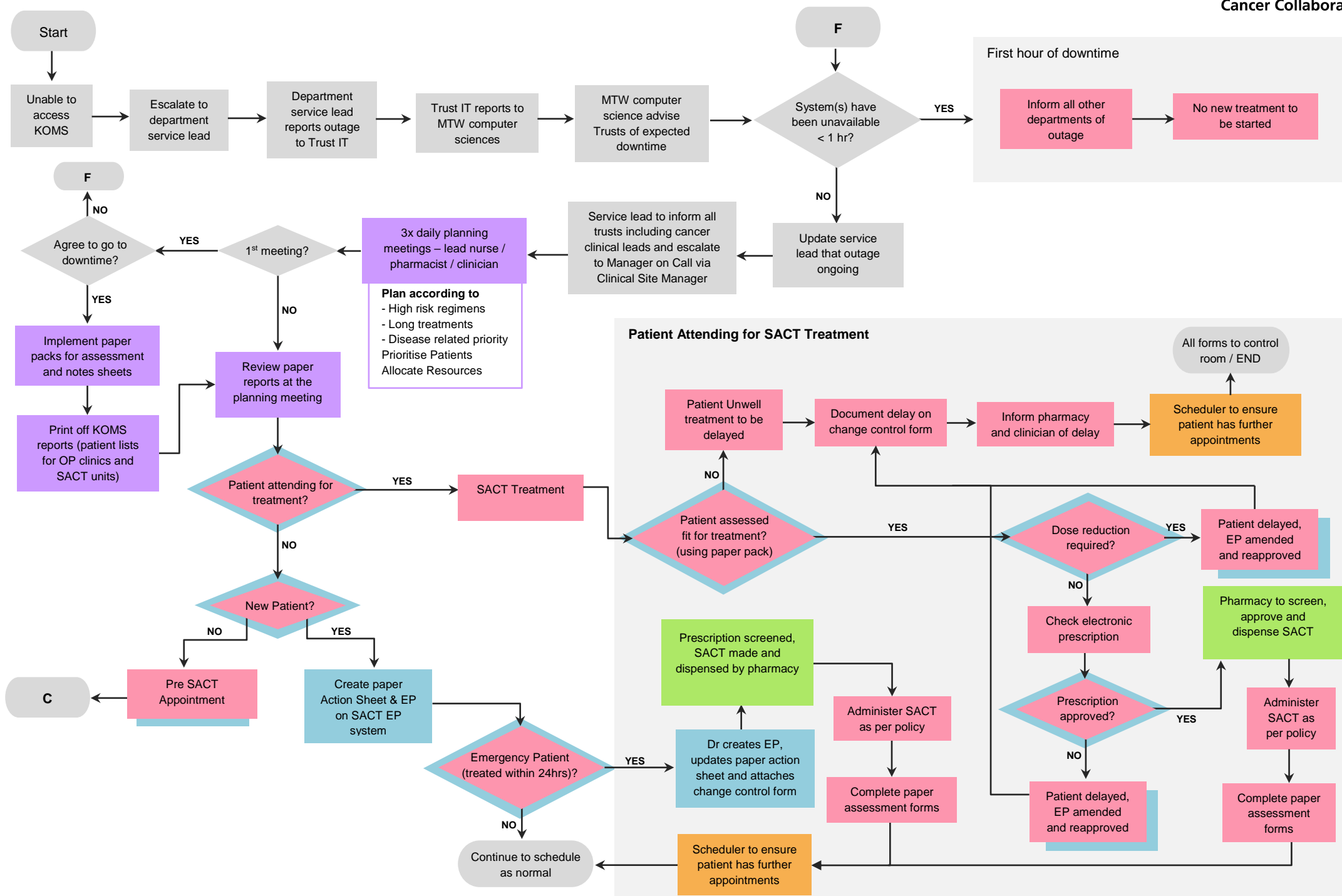




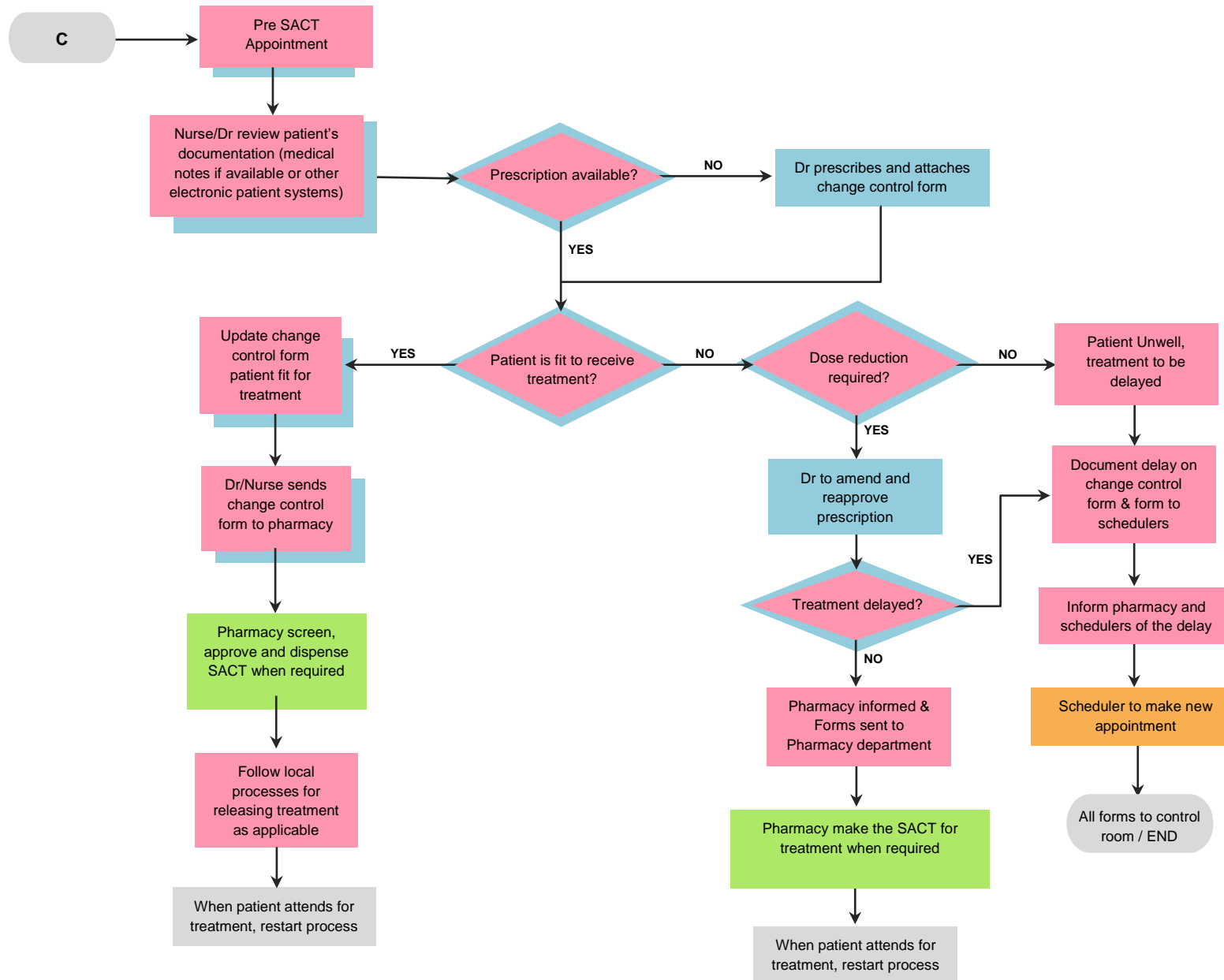


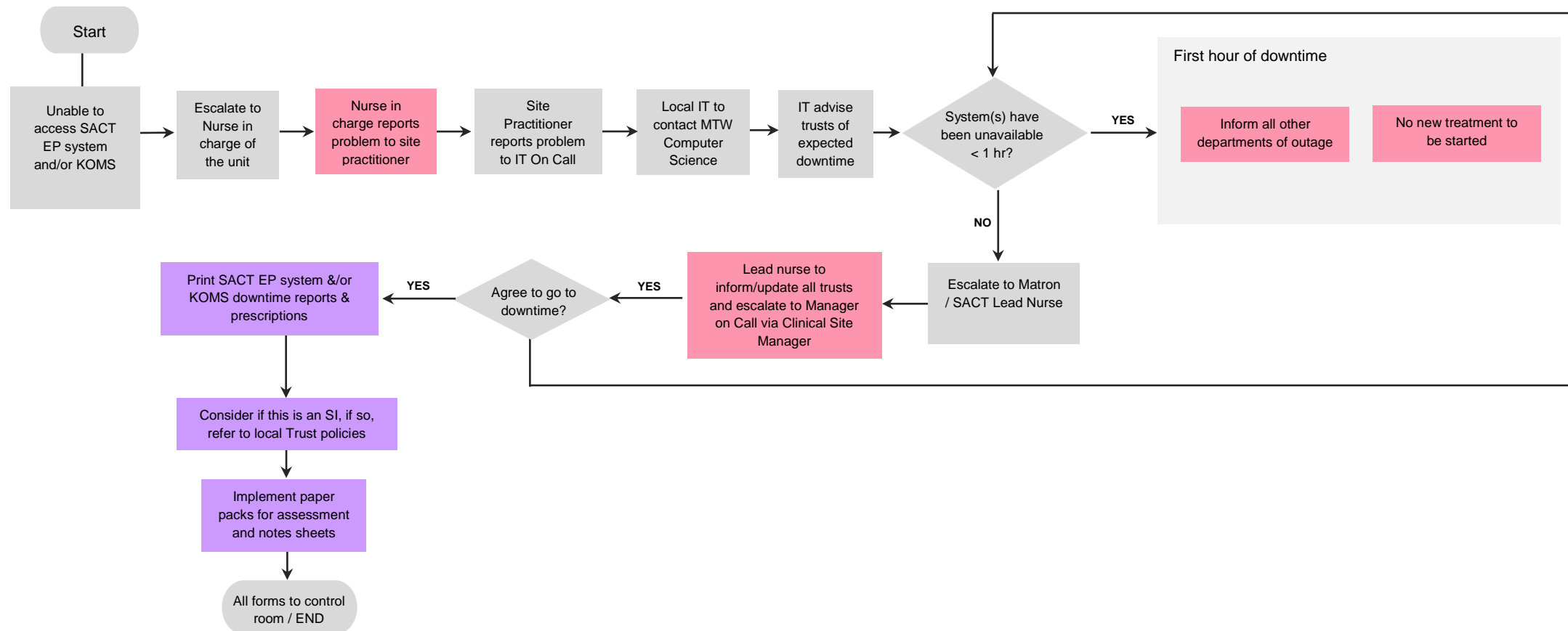


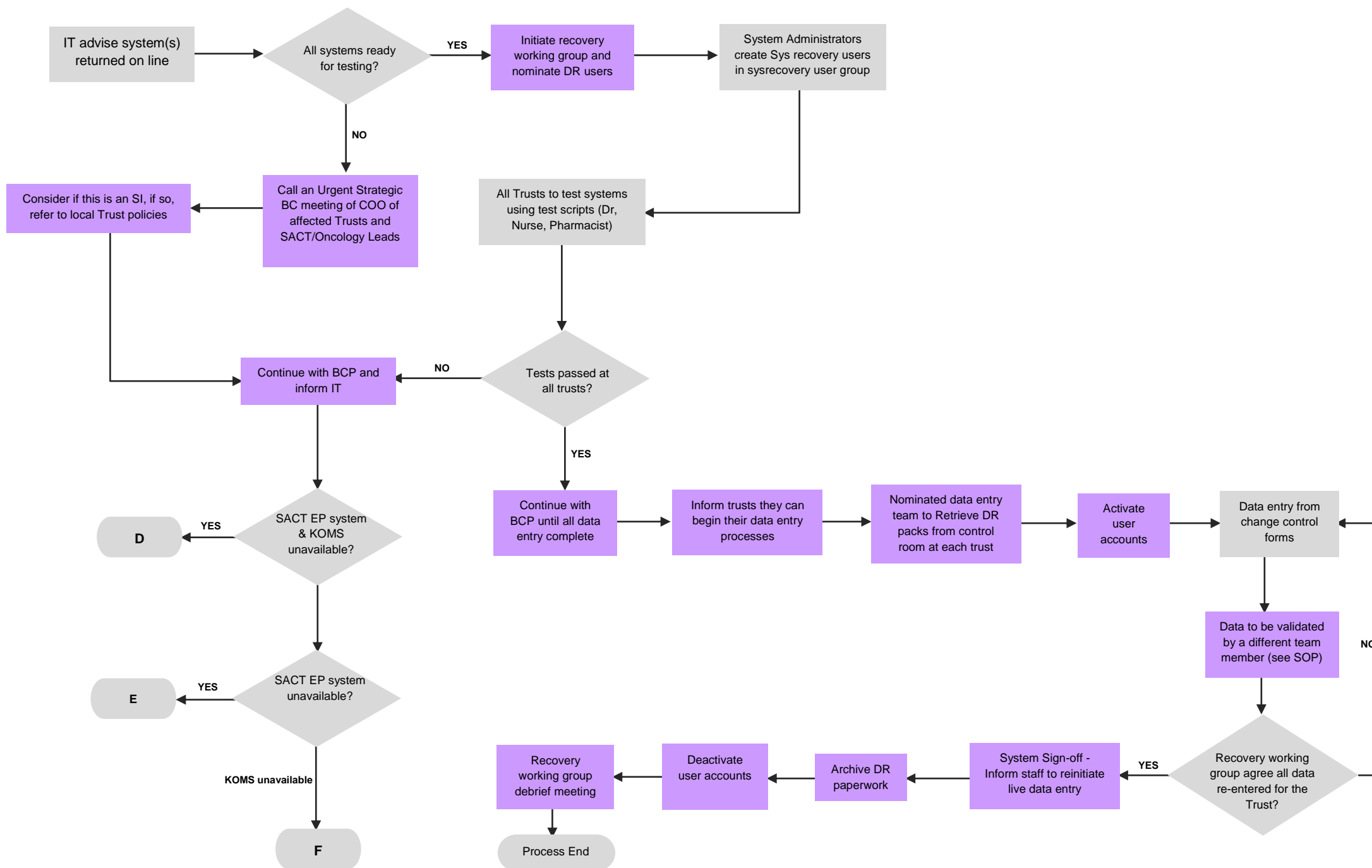




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Appendix A: DMS (Document Management System)

Our current DMS is LogicalDoc, below you will find the website where you can access this system:

<https://pdms.ekhuft.nhs.uk/login.jsp>

If you do not have login information please send an email to Roshny Patel roshny.patel@nhs.net at KMCC, and in her absence, Helen Downs helen.downs1@nhs.net. She will be able to create a login for you to be able to access the system.

Once on the website, a login form is presented in which you have to enter your username, password. Username will be in the format: **firstname.lastname**

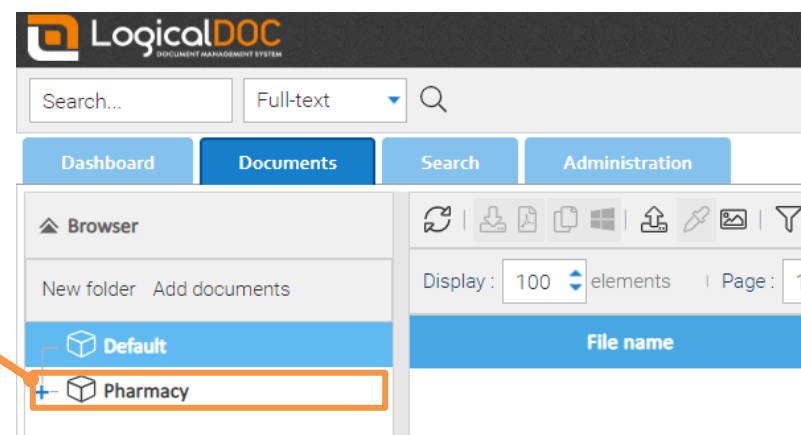
A temporary password will be given for your first login.

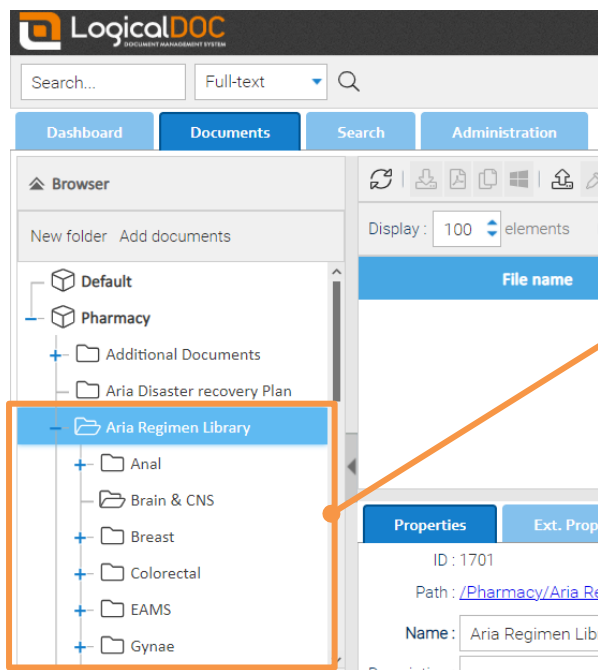
Optionally, you can select a **language** which will drive the language of the menus in the system. If you do not specify a language, the user's last used language will be used.

You can also choose to save the credentials on your local machine for quicker access in the future.

When you click Sign In another box will appear to change your password. Your new password has to be a minimum of 8 characters and will be case sensitive.

The homepage will appear once you've logged on. To access the documents, click Pharmacy on the left hand side





Next, click the folder Aria Regimen Library to gain access to each of the Aria regimens which are sorted by tumour type. Scroll down to see more tumour types. Click on the sub-folder for the tumour type you need the prescription for. Clinical Trial templates are stored under the trial name rather than disease site.

Once you have clicked on the sub-folder, all the documents contained within that folder will appear in the centre on the screen. Click on the heading **File name** to organise them alphabetically. Click on the chosen regimen to be able to see a preview of the document on the right-hand side. The magnifying glass above the preview allows you to zoom in.

To download the document, either **double-click** on the document, **right-click** on the document and choose the option **Download** or highlight the document and click this icon.

File name	Size	File vers...	Published	Published by
bre-001 ac.pdf	75 KB	1.0	25/03/2021 15:...	Folder Imp...
BRE-002 v2 page 10 onward...	308 KB	1.0	25/03/2021 15:...	Folder Imp...
bre-003 cmf (iv).pdf	84 KB	1.0	25/03/2021 15:...	Folder Imp...
bre-004cmf oral.pdf	94 KB	1.0	25/03/2021 15:...	Folder Imp...
bre-005 docetaxel.pdf	83 KB	1.0	25/03/2021 15:...	Folder Imp...
bre-006 docetaxel & capecit...	69 KB	1.0	25/03/2021 15:...	Folder Imp...
bre-007 epirubicin.pdf	75 KB	1.0	25/03/2021 15:...	Folder Imp...
bre-008 fec 60.pdf	84 KB	1.0	25/03/2021 15:...	Folder Imp...
bre-009 fec75.pdf	98 KB	1.0	25/03/2021 15:...	Folder Imp...
bre-011 gemcitabine & carb...	85 KB	1.0	25/03/2021 15:...	Folder Imp...