



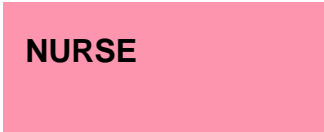
**Kent and Medway  
Cancer Collaborative**

# **Chemotherapy Electronic Prescribing**

## **Business Continuity Plan v14**

Publication date	December 2022
Expected review date	December 2024
Version number	14
Version status	Final

**Legend**



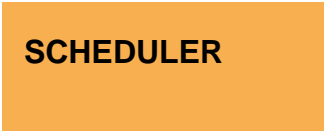
**DECISION**



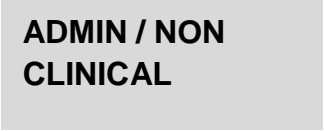
**CONNECTOR**

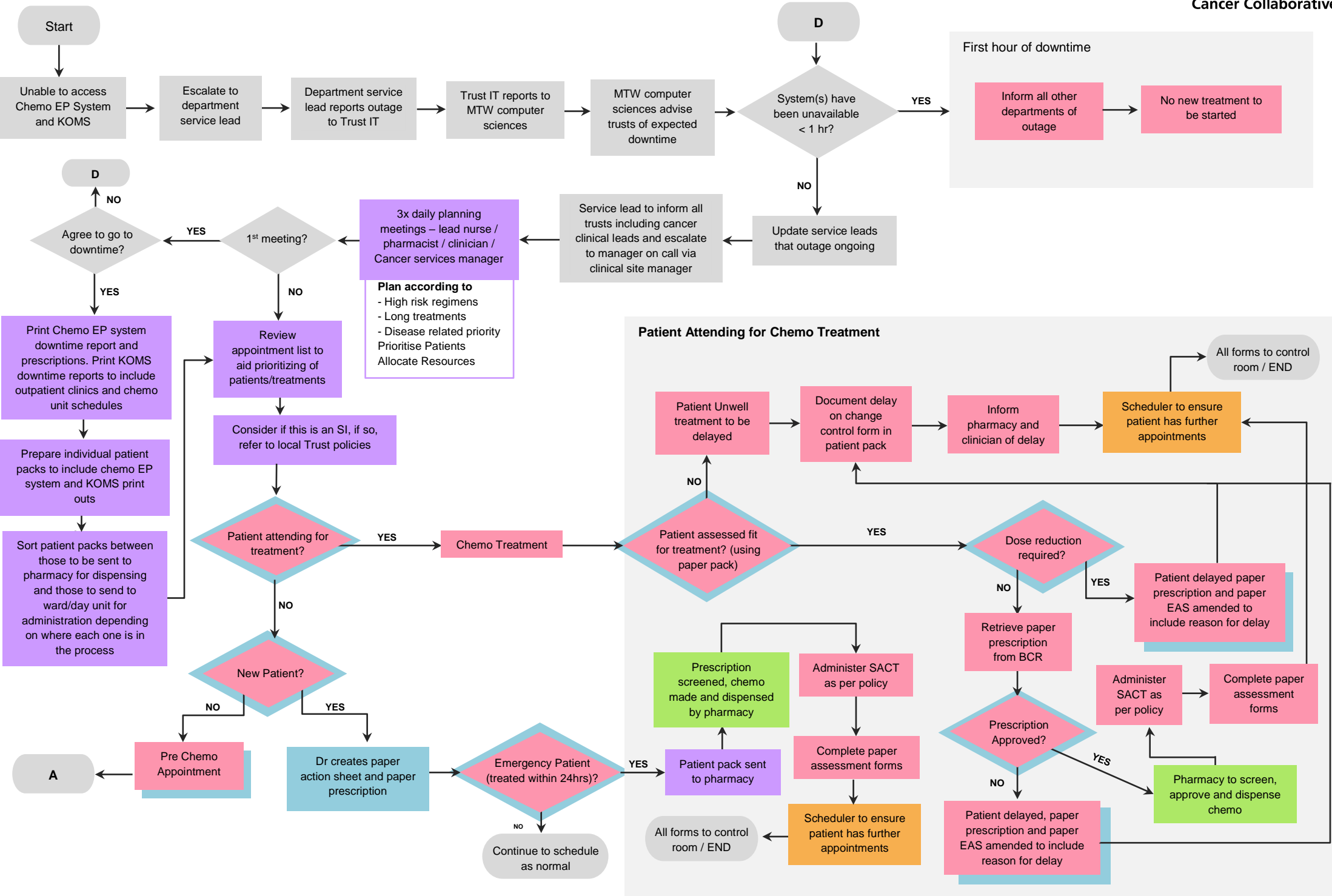


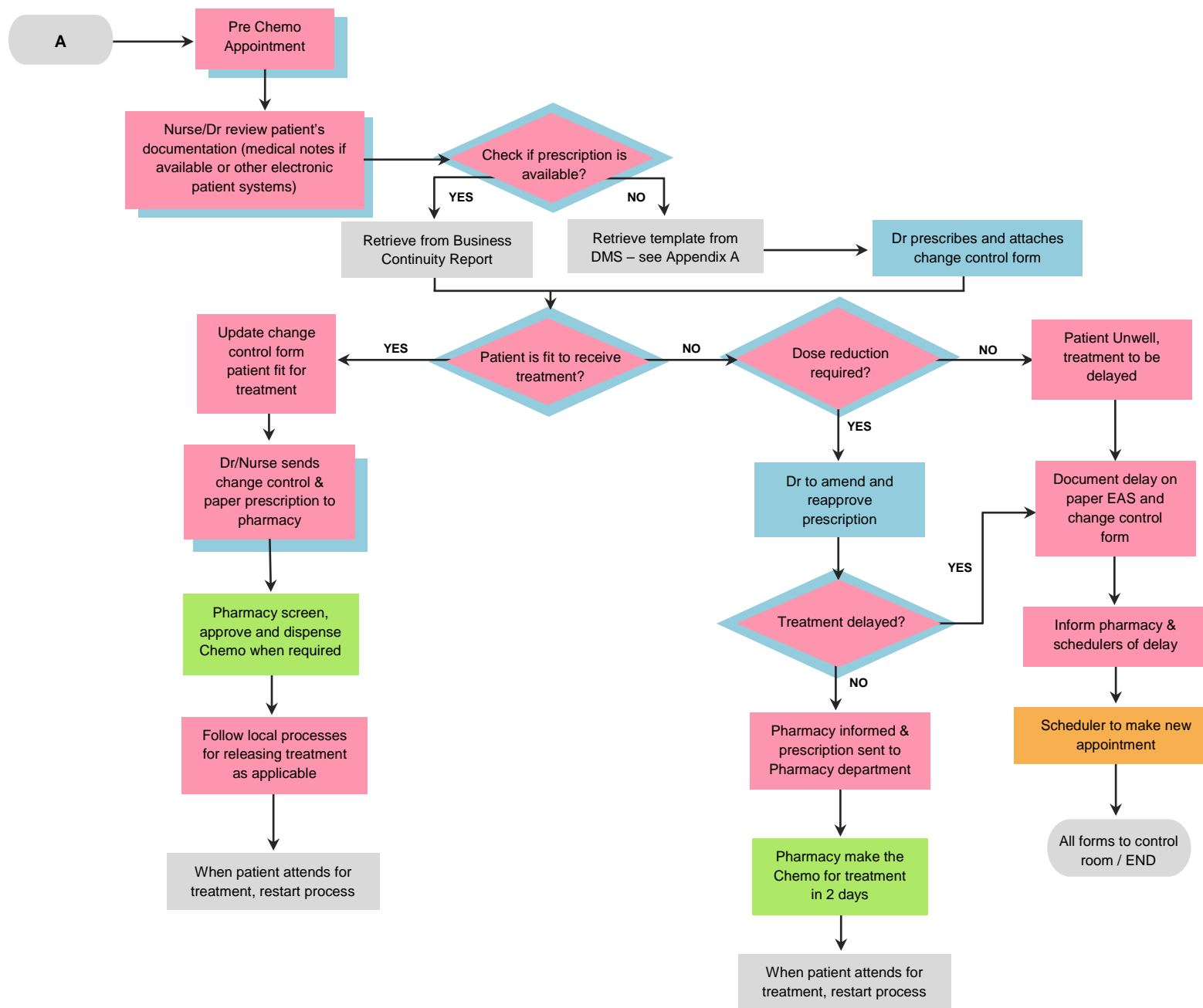
**START OR END POINT**

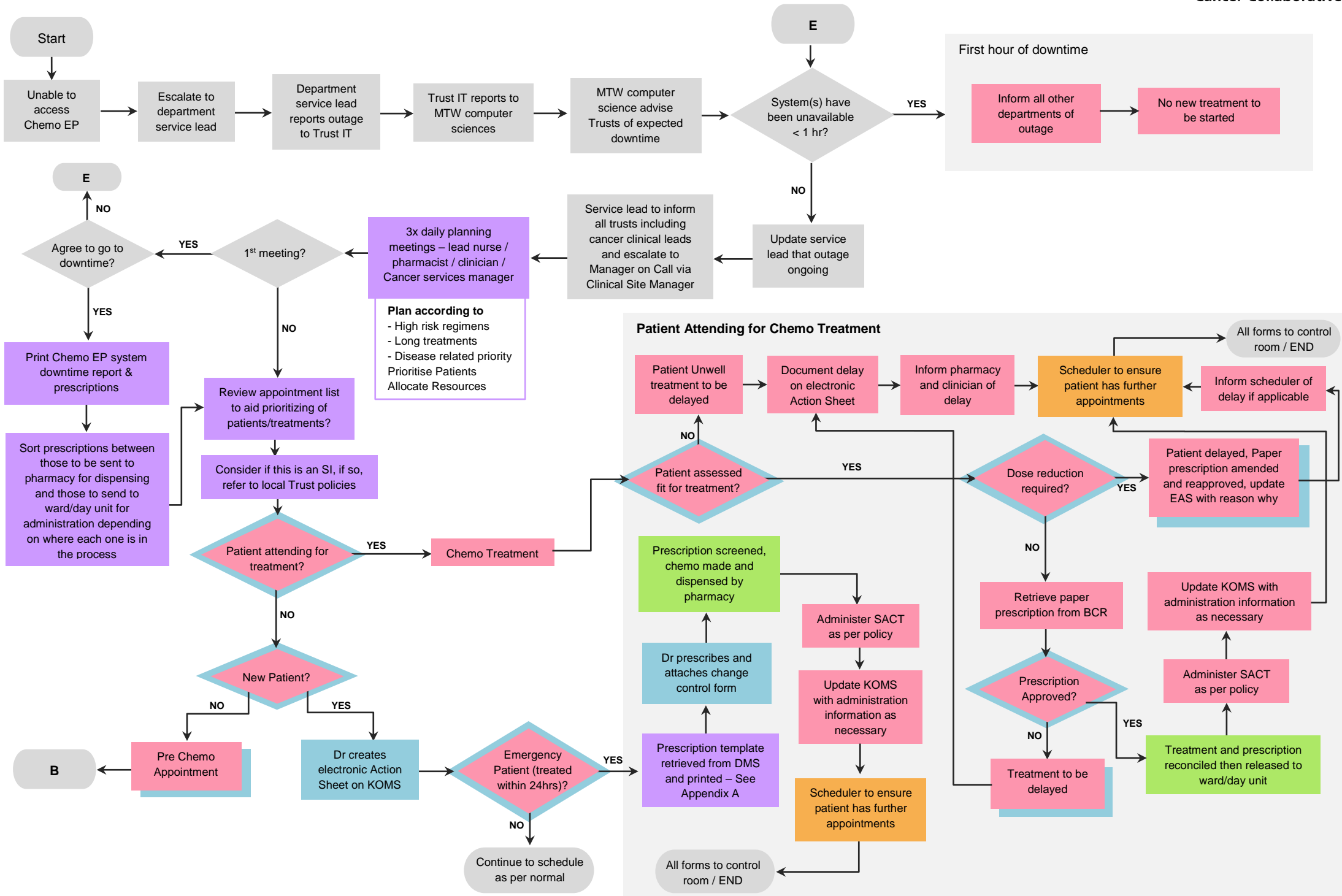


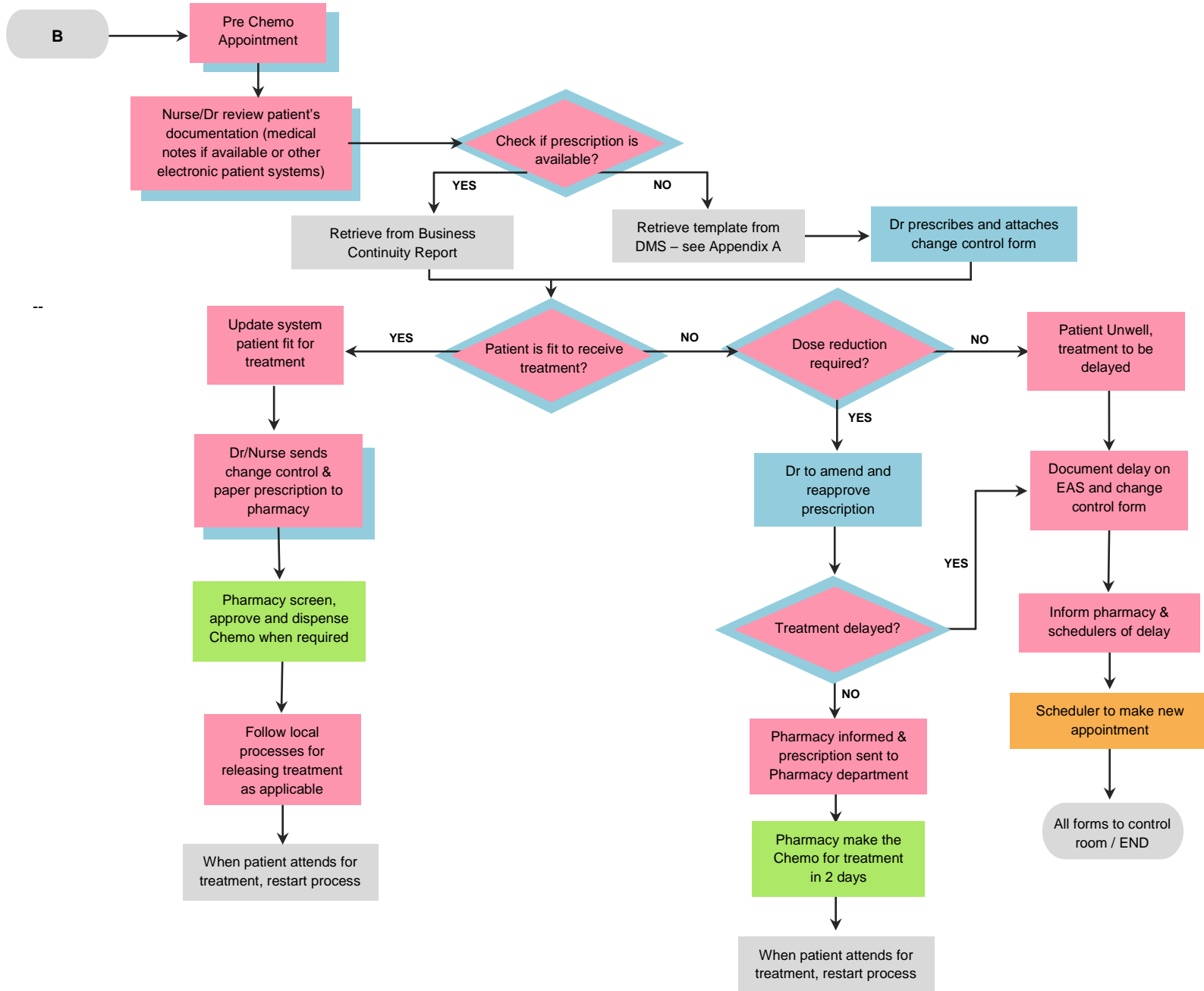
Suggested members of this group:  
Nurse in charge  
Lead EP pharmacist  
IT lead  
Consultant  
Cancer services manager

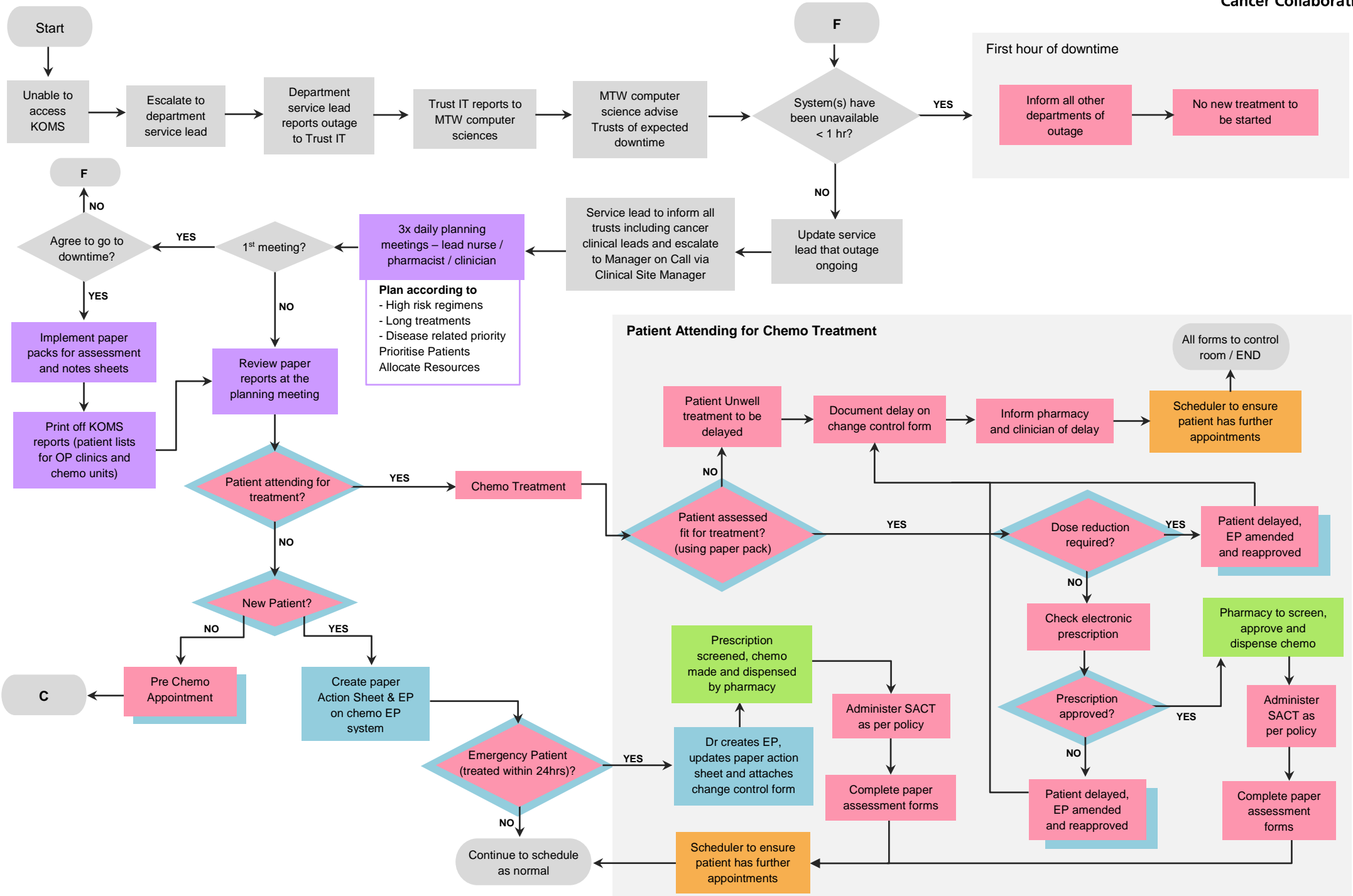


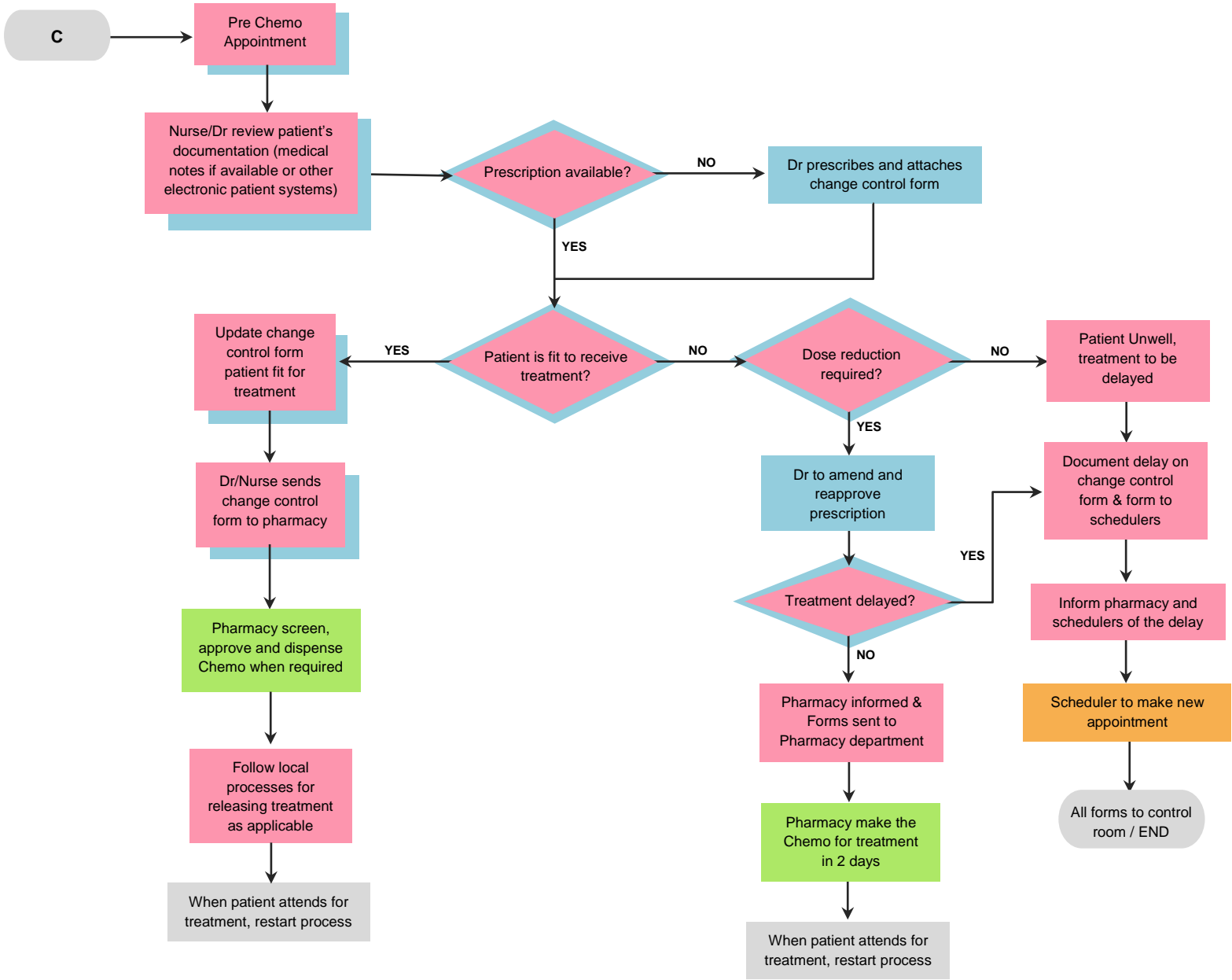






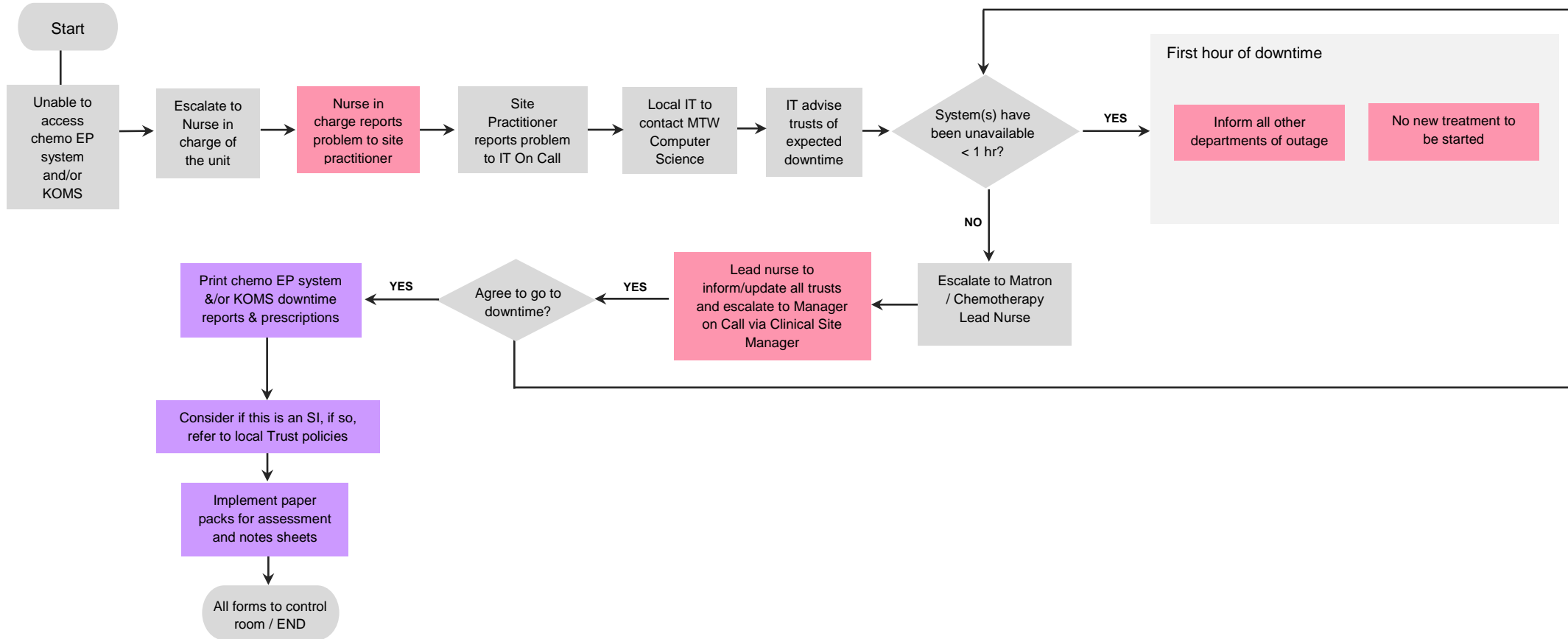


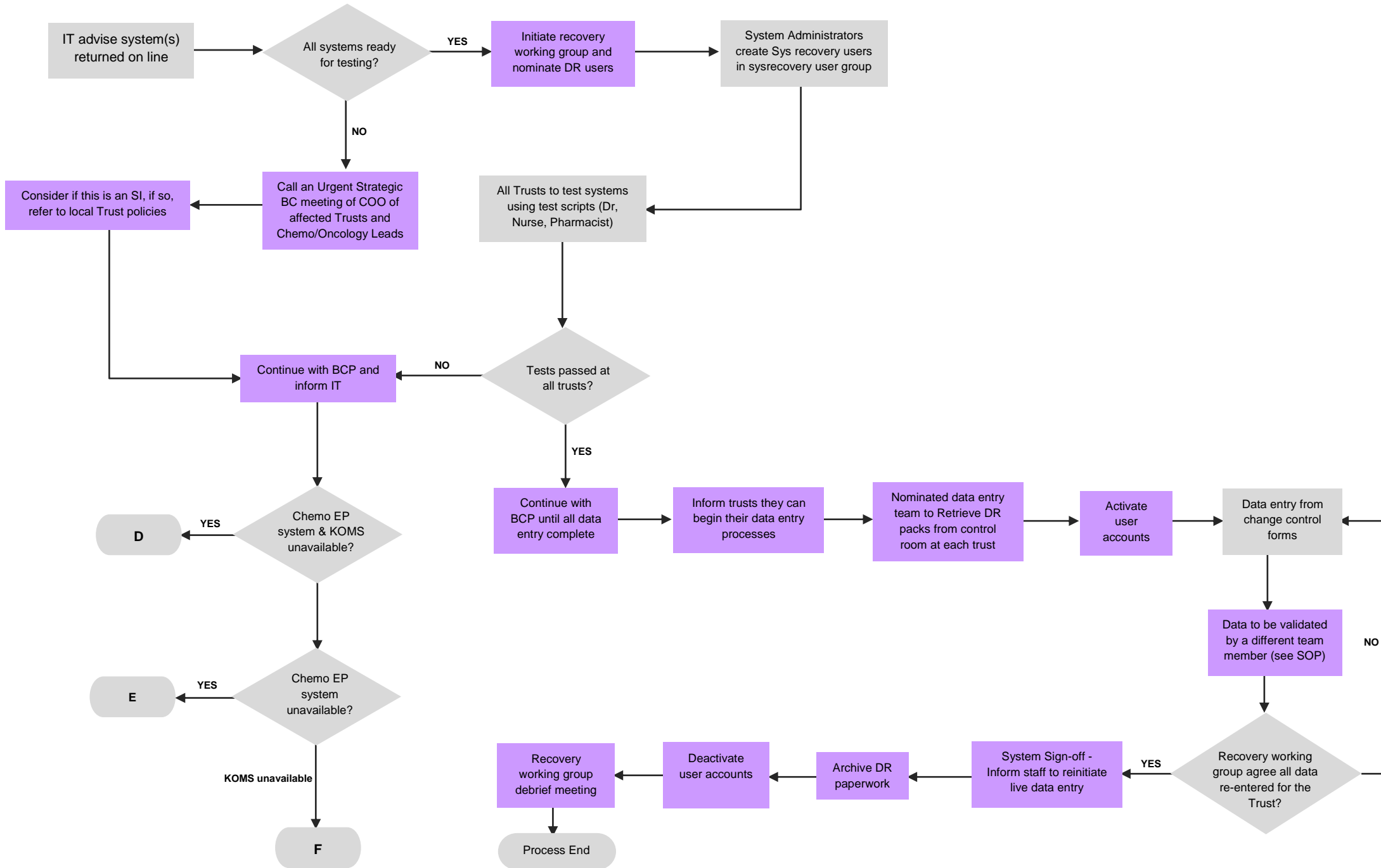






# P7 – IP Out of Hours: Chemo EP system and/or KOMS unavailable





## 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 at KMCC: [roshny.patel@nhs.net](mailto:roshny.patel@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**

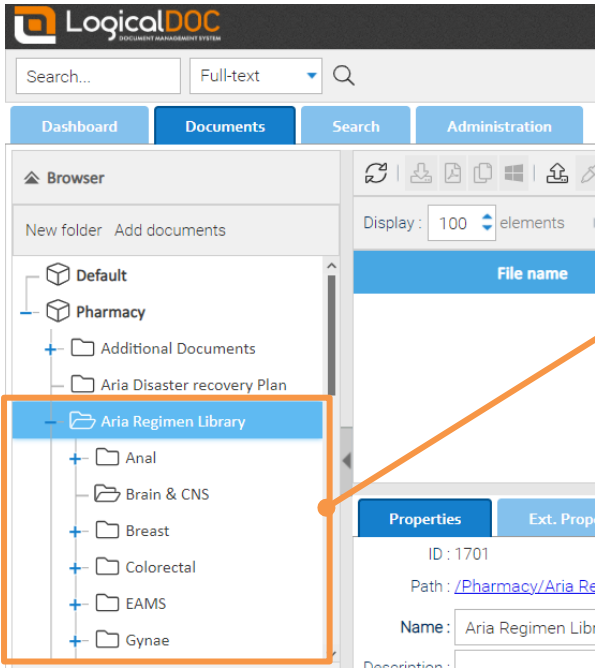
A temporary password will be given for your first login.

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.

Once you have clicked 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.

