ARIA REGIMEN BUILDING & VALIDATION PROCESS FOLLOWING PROTOCOL APPROVAL

	Task	Individual(s) Responsible
1.	Ensure the drugs required for the regimen are available on ARIA and, where appropriate, dose banded to national dose banding tables and in accordance with dose banding SOP.	System Administrator
2.	Allocate regimen building to an appropriately trained person.	KMCC Administrator
3.	Build regimen following KMCCEP023 SOP and inform KMCC administrator when complete including the completed building checklist	Pharmacy technician or pharmacist
4.	Email the validating pharmacist when the regimen is ready for validation stating the name, version and date of the regimen to be validated, the name of the builder and an approximate time scale for completion.	KMCC Administrator
5.	Validate the regimen following KMCCEP023 SOP, referring any changes to the regimen builder and any system queries to the system administrator	Validating Pharmacist
6.	Forward the reference protocol/document and validation SOP, complete with test patient, regimen details and cycles to be checked, to the next validator. For K&M SACT and support regimens, this will be the second validator and for Clinical trials, paediatrics and non-K&M SACT and support regimens, this will be a consultant	KMCC Administrator
7.	Receive validation checklist from validator and store electronically For K&M SACT and support regimens and clinical trials, go to step 10, for paediatrics and non-K&M SACT and support regimens continue to step 8.	KMCC Administrator
8.	Forward the reference protocol/document and validation SOP, complete with test patient, regimen details and cycles to be checked, to the nurse for validation.	KMCC Administrator
9.	Receive validation checklist from nurse and store electronically	KMCC Administrator
10.	Inform the validating pharmacist that the validations are complete and they can now continue with the pharmacist validation.	KMCC Administrator
11.	Receive validation and sign off from validating pharmacist and store electronically	KMCC Administrator
12.	Be first point of contact for any system access and navigation problems and queries from all validators.	System Administrator
13.	Regularly review the work plan and follow up outstanding validations.	KMCC Administrator / System Administrator
14.	Ensure all validation documents are present and signed	System Administrator
15.	System administrator will make all approved regimens live. In their absence an appropriately trained pharmacist will make the regimen live	System Administrator / Validating pharmacist

SOP No	KMCCEP001	Version	4	Supersedes version	3	Page 1 of 1
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