|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regimen name** | Click or tap here to enter text. | **Regimen version** | Click or tap here to enter text. | **Regimen Date\*** | Click here to enter a date. |
| **DOCUMENTATION CHECKS** Signed documents received | **✓ when completed** |
| ARIA building checklist |   |
| ARIA regimen validation summary and sign-off received  |   |
| Screenshots from pharmacist  |   |
| Prescription print-out |   |
| Event list from pharmacist  |   |
| Validation checklist from clinician  |   |
| Validation checklist from nurse (NA for clinical trials) |   |
| Correct version of SOPs used |   |
| All related CCFs returned and completed (check with system administrator if unsure) | CCF | Click or tap here to enter text. |   |
| **CONFIGURE ACCESS**  |
| Check the regimen in the test location in Manager to ensure scheduling is still present. If not, refer back to validating pharmacist |   |
| **For network approved regimens:** Check that the protocol is in the final folder and that there are no versions in draft in the document management system and that the correct version (the approved final draft or the approved final), as stated on the regimen work plan has been used for the build and validation |   |
| **For network approved regimens:** Update the references in Plan Summary with the final version number | Version from | Click or tap here to enter text. | Version to | Click or tap here to enter text. |   |
| Update authorised users with the lead EP pharmacist from each Trust, the KMCC pharmacists, the system administrator and the Varian user. For clinical trials regimens, also add each Trusts lead clinical trials pharmacist and their deputy  |   |
| **For network approved regimens:** Grant access to all locations as appropriate to the regimen type i.e. all non-test adult locations for an adult regimen and all non-test paediatric locations for a paediatric regimen. **For non-network approved regimens, including clinical trials:** ONLY grant access to locations within each Trust who have approved its use and as appropriate to the regimen type, and exclude any prescribers prohibited from using the regimen. The lead e-prescribing or clinical trials pharmacist will be authorised to allow the use of a regimen within their Trust. In all cases, do not grant access at Radiation Scheduling location. |   |
| **MAKE REGIMEN LIVE** |
| Approve Plan - Click ‘Analyse’ and then ‘Approve for use’ |   |
| If amending or superseding a regimen, deactivate the previous regimen(s)/version(s) | Version | Click or tap here to enter text. |   |
| In Manager, using XXAccess, Test for adult regimens and XXPaed, Test for paediatric regimens, check the regimen is available in one of the locations selected, as appropriate for the regimen type |   |
| Check that the scheduling is still present for the regimen. If not, refer back to validating pharmacist |   |
| **CREATE AND FILE BACK-UP TEMPLATE** |
| Non-MTW users ensure that the default printer is set to ‘docu-printer’ via File – Printer setup before proceeding**Run the report:** Manager - Reports – ‘Prescriptions – Daily doses – Template – QA CUSTOM’ - Enter \*Plan Name\* - ‘Preview’ then **Save the report:** For MTW users: Click the ‘Export’ icon. For non-MTW users: Click the ‘Print’ icon |   |
| Upload the template to the regimen library in the document management system.  |   |
| **For all network approved regimens:** Inform the SACT Governance Group, as well as the HOG/NOG as appropriate for the regimen.**For Off-protocol regimens:** Inform the local Trust pharmacy team and the prescribing clinician**For clinical trials regimens:** Inform the Principal Investigator and the lead Clinical Trials pharmacist at each Trust that the regimen is available at, who should then disseminate the information to the relevant teams |   |
| **Print name** | Click or tap here to enter text. | **Signed** | Click or tap here to enter text. |
| **Designation** | Click or tap here to enter text. | **Date:** | Click here to enter a date. |
| **ONCE COMPLETED, SAVE this form WITH THE VALIDATION DOCUMENTS IN THE DOCUMENT MANAGEMENT SYSTEM** |

\* Regimen date should be the date the regimen was first created.
This can be found in the Modify Plan window – Definition tab. Click on the Audit symbol and enter the created date