ADDING, AMENDING & DELETING AGENTS FROM THE ARIA FORMULARY

Receive documentation

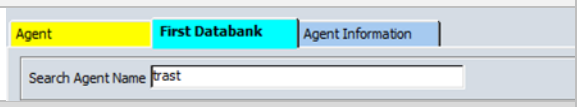
Ensure you are in receipt of form 'KMCCEP013 Request to add, amend or delete a drug in the Aria formulary' and that it is completed in full before proceeding

1. **Open the local drug formulary** — Security → Agents → Agent Formulary

If the drug you require is not present, it will need adding to the formulary, continue to step 2
If the drug you require is present but needs amending, highlight the entry, select Modify then go to step 3
If the drug you require needs deleting, highlight the entry then select Delete

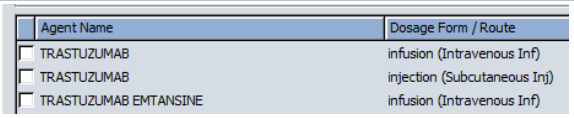
2. **Add drug** — Security → Agents → Agent Formulary → New → First Databank Tab

Type the name of the drug you require into the 'Search Agent Name' field



Add Drug from FDB

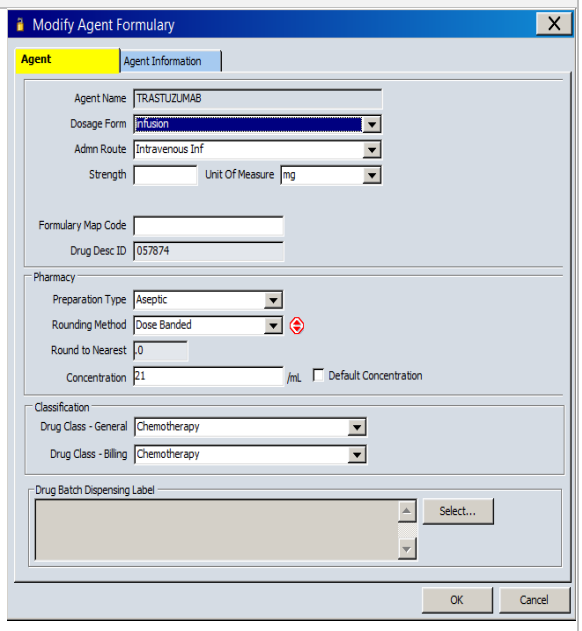
Select the tick-box next to the required drug name, form & route then select OK
If the drug you require is not listed, contact the system administrator before proceeding.



Add drug from scratch — Security → Agents → Agent Formulary → New → First Databank Tab

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 not 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 step 3 below

3. **Complete Drug Details** — Security → Agents → Agent Formulary → New → Agent Tab



a) Agent Name: Not an amendable field
b) Dosage Form: As selected on drug selection
c) Admn Route: As selected on drug selection
d) Strength: Leave blank
e) Unit of Measure: Select from drop down list.
f) Formulary Map Code: Auto-completed, no action required
g) Drug Desc ID: Auto-completed, no action required
h) Preparation Type: Select Aseptic for treatment drugs prepared aseptically
i) Rounding method*: Select as appropriate. For dose banded drugs, a symbol will appear to allow the table to be inputted, see point 4
j) Round to Nearest*: Add a rounding to value if appropriate. Value should be in the unit of measure selected in point e) above
k) Concentration: Add a concentration if appropriate. Value should be in the unit of measure selected in point e) above per ml
l) Drug Class – General: Select Chemotherapy if appropriate, leave blank in all other cases
m) Drug Class – Billing: Select Chemotherapy if appropriate, leave blank in all other cases
n) Drug batch dispensing label: Leave blank

* 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.

4. **Add Dose Banding Table** — Security → Agents → Agent Formulary → Highlight Drug → Modify

Follow KMCCEP029 for guidance

5. **Complete new drug entry** — Security → Agents → Agent Formulary → Highlight Drug → Select Modify

Once entry complete, select OK to save

6. **Request check of entry**

Gain a check of the entry from a suitably trained pharmacist (other than the builder if applicable), or technician if built by a pharmacist

KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.