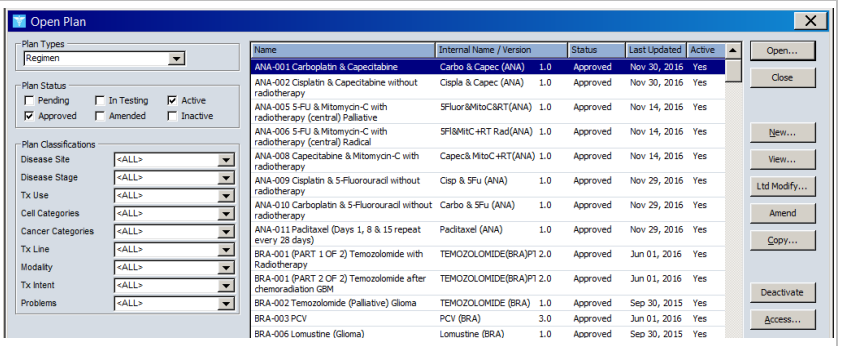
REMOVING A REGIMEN FROM USE ON ARIA

1.	**Open ARIA Planner**
2.	**Document Change**
	Document request on a **KMCCEP011 Aria Change Control Form** (obtain a number from KMCC System Admin)
3.	**Locate & Deactivate the Regimen**
	A regimen that has been approved for use will be Active & Approved so select only these statuses to narrow down the list of available regimens. Highlight the regimen you require then select Deactivate (there is no second prompt to confirm your action). The regimen will then be marked as inactive 
4.	**Complete CCF**
	Complete CCF and ensure it is checked promptly by an appropriately trained EP Pharmacist (or technician if pharmacist made change)
5.	**Inform Users**
	Inform the SACT Governance group and the relevant consultant group(s) of the removal of the regimen from use.

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