NHS
Kent and Medway
Cancer Collaborative

# Aria User Guide

## Prescribers

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|---|---|
| Publication date | October 2026 |
| Expected review date | October 2028 |
| Version number | 5 |
| Version status | Final |

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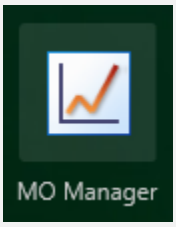
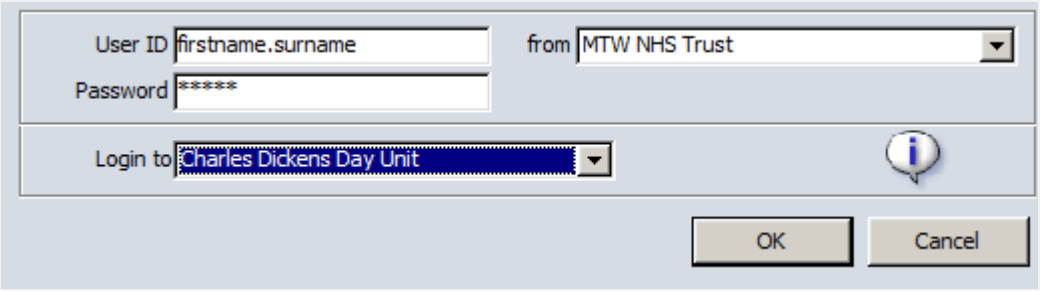
# SECTION 1:
# LOGGING IN TO MANAGER AND OPENING PATIENT RECORDS

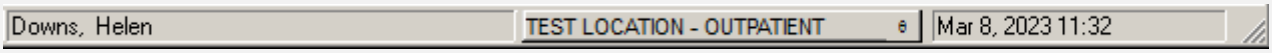
Enter your user name and password. These are usually, but not always, the same as your windows details.

Select MO Manager




Enter your username as **User ID**. This is usually **firstname.surname** format. **From** should <u>always</u> be MTW NHS Trust. **Log into** should be the area where the patient will be treated and should always be at ward/department level. Your password must be between 6 and 10 characters long, start with a capital letter and be mixed case. It should contain at least 2 numbers, no special characters and be unique from the previous 5 passwords.




Your name should be displayed. If it isn't click on the name displayed and select **Switch Users**. **<u>DO NOT USE</u>** Lock Application.

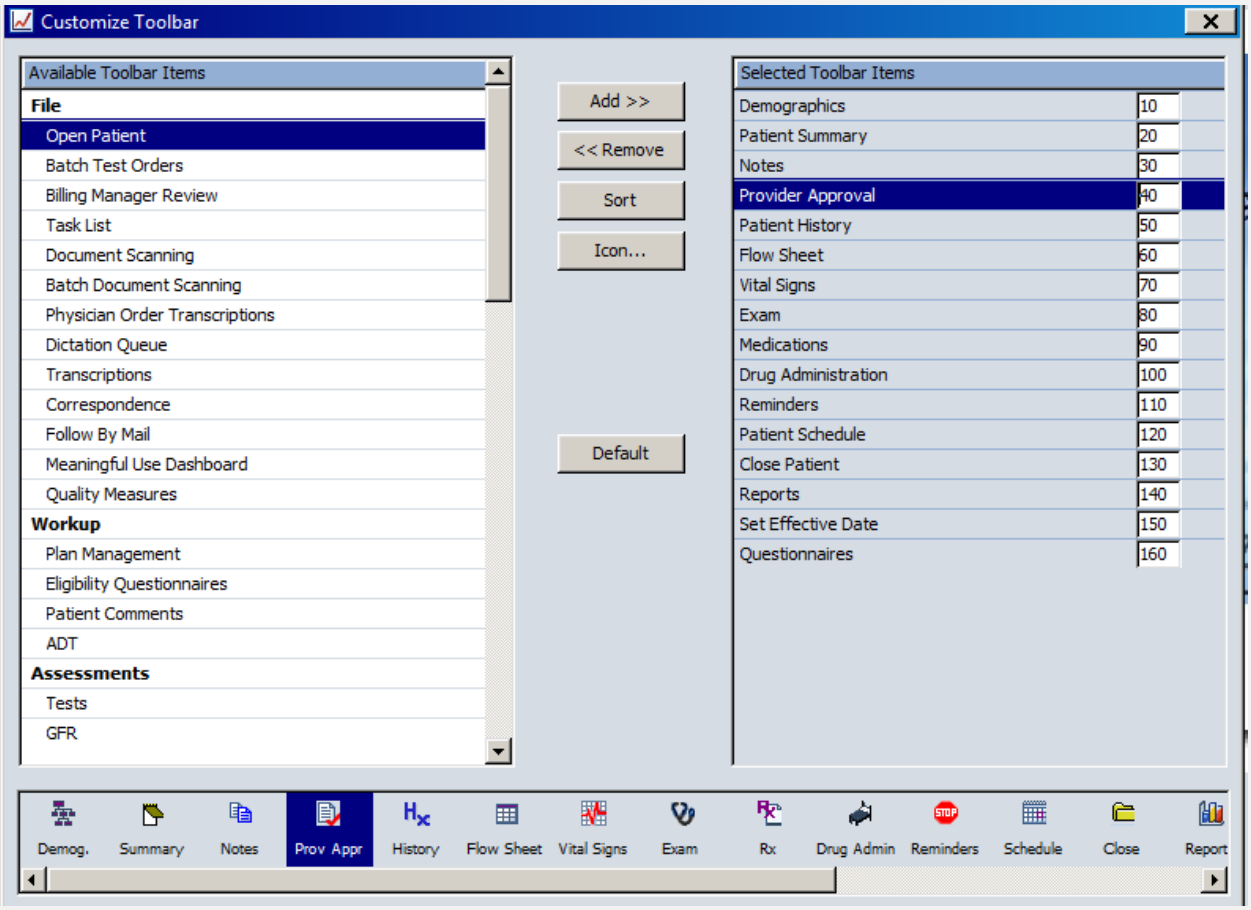
Ensure you are working in the correct area. This should show the department where the patient will be treated. Click on the location displayed to change.

Use **File** and **Exit** to close programme. **<u>DO NOT</u>** use **X** as this will close the window but will not log you off.

## CUSTOMISE TOOLBAR

**System Admin → Security → Customise Toolbar**

Select an item from the menu on the left by clicking on it once then select '**Add**' to add to your toolbar. Select an item on the right then select '**Remove**' to remove it from your toolbar. Click on an item on the right then select '**Icon**' to change the picture of that icon. Change the numbers to change the sequence in which the icons will appear on your toolbar, item 10 will be on the far left, item 20 second from left and so on. Select **Sort** to put in numerical order once re-numbered.

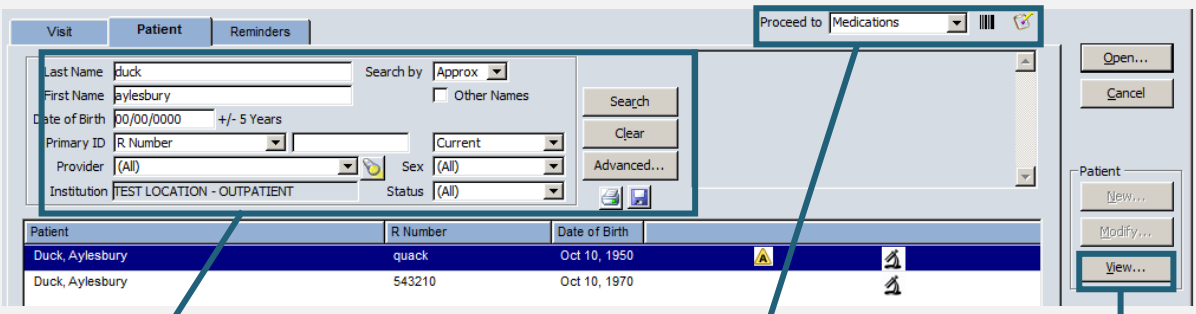



The items listed as 10 – 160 above, show from left to right in the order defined by their numbers

## OPEN PATIENT – VISIT TAB

Ensure only the **Attending** box is ticked to view a list of patient appointments that match the selected criteria for the location currently logged into.

## OPEN PATIENT – PATIENT TAB




To search for a patient enter at least the first 2 letters of their first and last names or select their primary ID type from the drop down list and enter in the box to the right then click **Search.** To select patient from list, highlight line by clicking once then select **Open** or double click on line.

Select an option from the **Proceed to** menu and whenever you open a patient record it will go directly to the area selected. For prescribers it is recommended to set this as 'Medications' to make reviewing the Provider Approvals easier (see page 28).

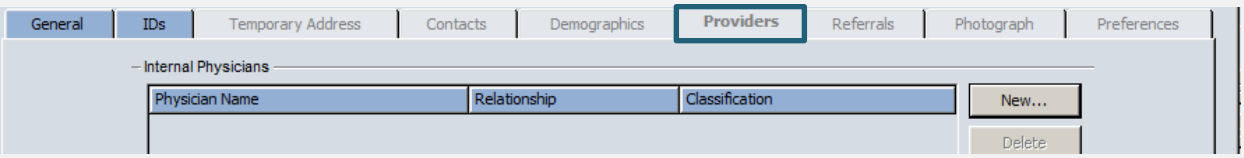
Selecting displays the last 20 patients you have viewed in the department selected

Select **View** to view patient demographics. This information is fed through from KOMS so if amendments are required they should be performed in KOMS which will then update the ARIA record too

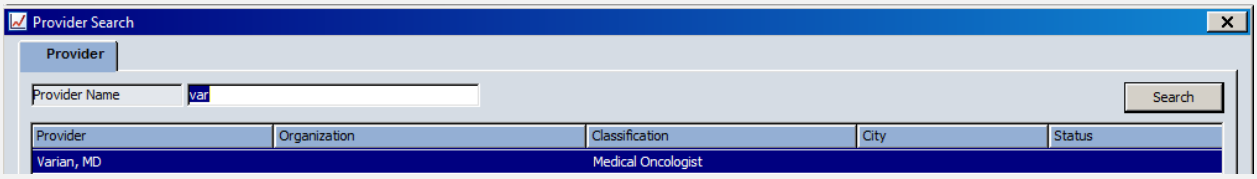
## PATIENT DETAILS

### Open Patient Window → View Patient

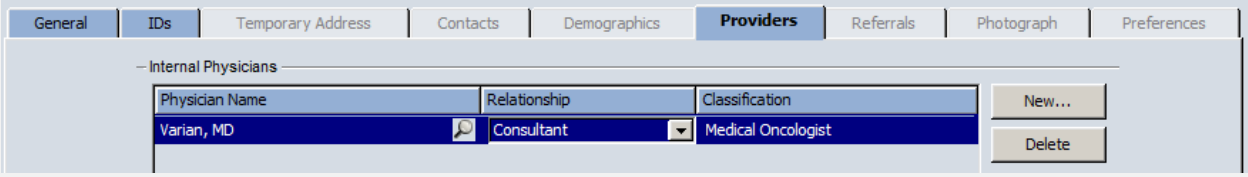
All information in the demographics tabs is imported from KOMS however the patient's Provider (Consultant) will need to be added manually. To add the Provider, select the **Providers** tab.




Select **Modify** then **New**. Type the surname of the required consultant then select **Search**. Highlight the relevant consultant then select **OK**




From the **Relationship** menu, always select **Consultant**. Select **OK** to complete



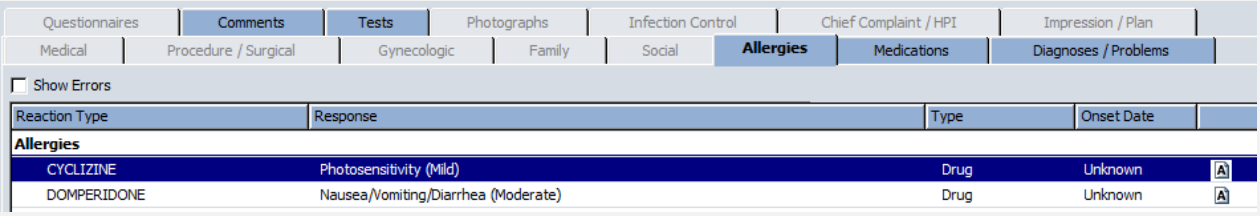

Once added, the nominated consultant will remain in the patient record

# SECTION 2:
# PATIENT HISTORY

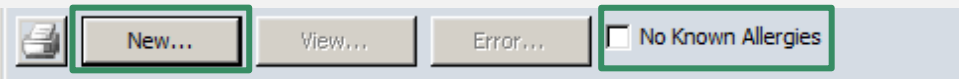
## DRUG ALLERGIES
### Patient History → Allergies Tab

Allergies already entered are displayed here. Highlight and click **View** to see details.
Icon is added to EMR for allergy information:

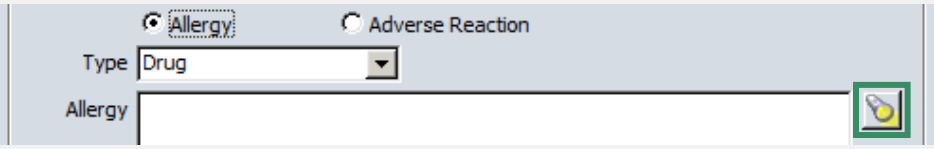
= Allergy status not completed = NKDA = Documented allergy




Check '**No Known Allergies**' if appropriate or select **New…** to add



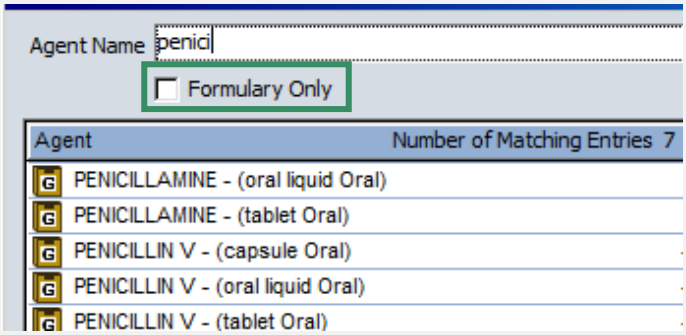

Always select **Drug** from **Type** drop down menu and not drug class. For drug allergies click to search




**DO NOT FREE-TYPE DRUG NAMES as these won't then be linked to inputted information. Always select from list.**

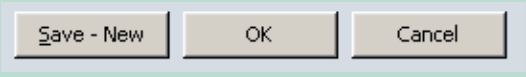
Ensure the **Formulary Only** box is unchecked then type the first few letters of the drug; this will then display a list of matching agents.

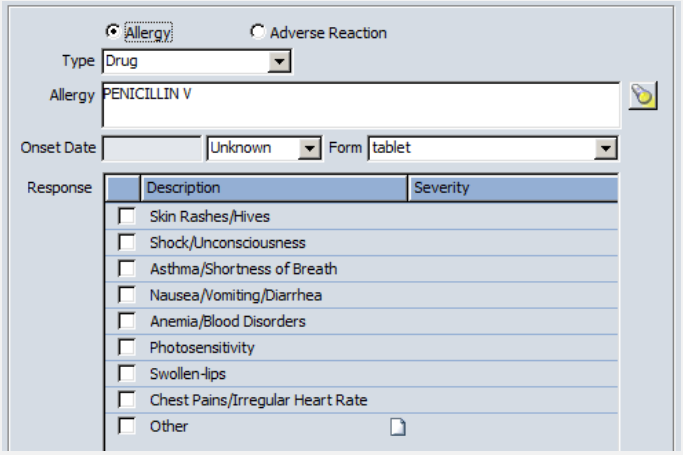
Highlight the drug you require from the list then select **OK** to add



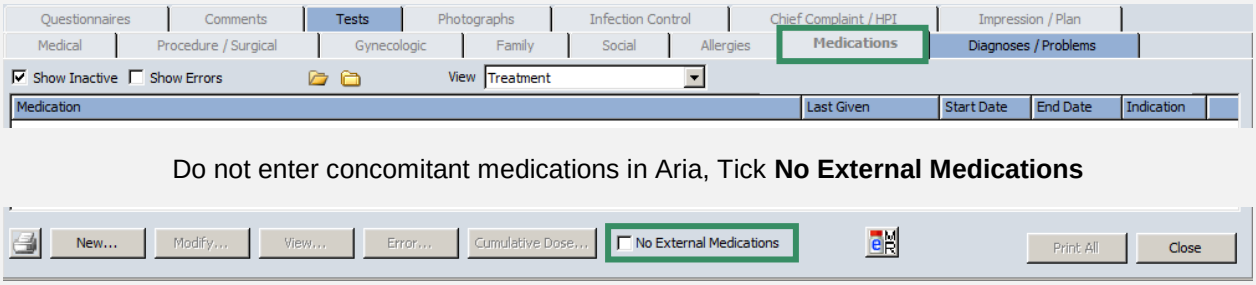

Tick the box(es) beside the correct reaction description then select the severity from the drop-down menu

Select **Save-New** to complete current entry then add another or select **OK** to complete task



## OTHER MEDICATIONS
**Patient History → Medications Tab**

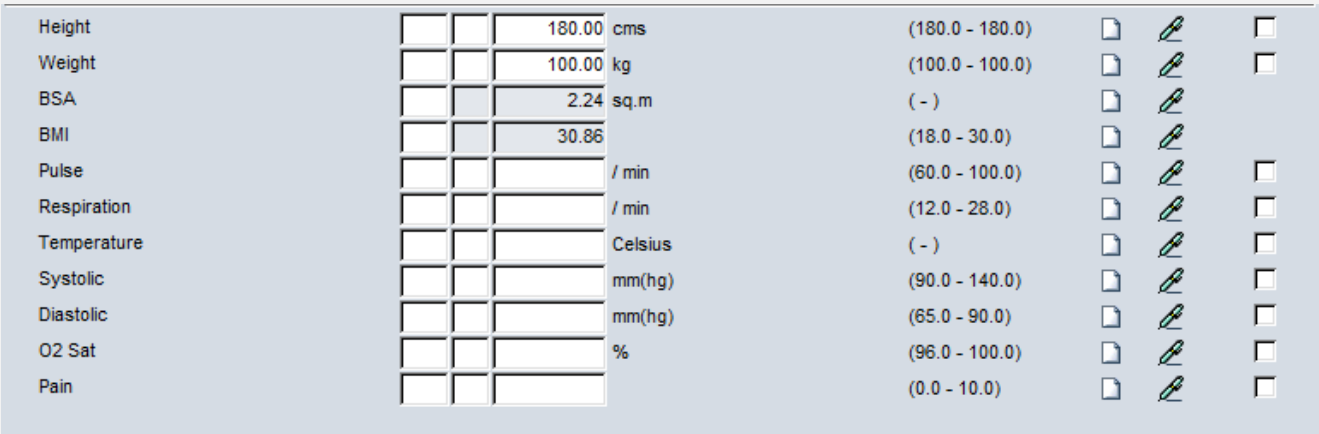



Do not enter concomitant medications in Aria, Tick **No External Medications**

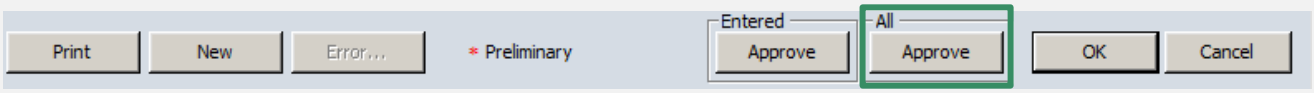
# SECTION 3:
# PATIENT VITAL SIGNS

## ENTER VITAL SIGNS
**Vital Signs → New**

Enter Vital signs in the right hand box next to the unit of measure. Once height and weight are entered, the system will calculate BSA & BMI. Range parameters are provided for reference




Select **All Approve** to complete

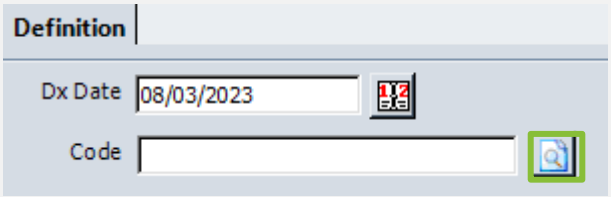


# SECTION 4:
# ENTER PATIENT DIAGNOSIS

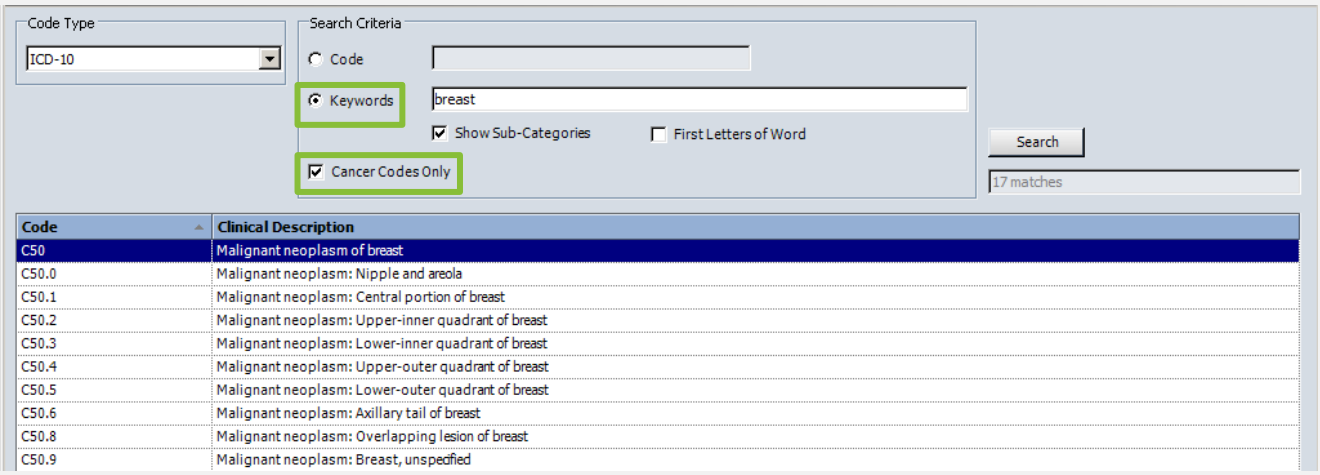
## ENTER DIAGNOSIS
### Exam ➔ Diagnosis / Problems Tab

Select **New** to enter a diagnosis

Click on the magnifying glass to enter diagnosis

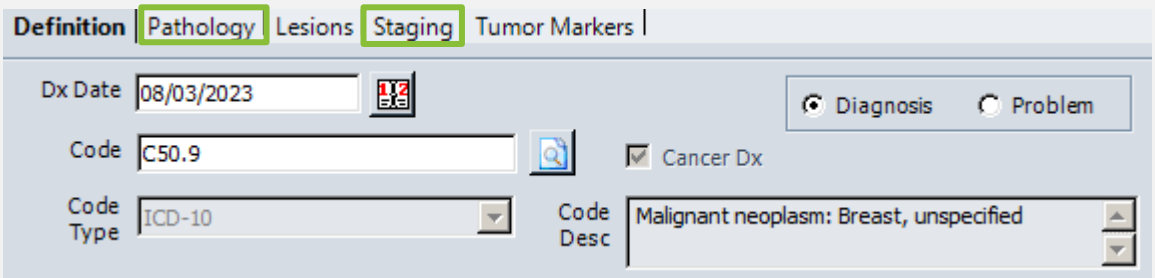



Check the **Keywords** and **Cancer Codes Only** boxes then enter the first few letters of the diagnosis. All matching codes will populate the list below.

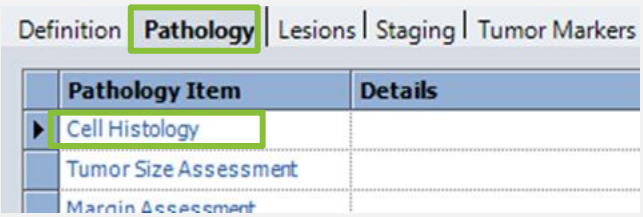



Select the appropriate clinical description from the list then **OK** to complete

Once a diagnosis has been selected, further tabs appear. **Pathology** and **Staging** must be completed.

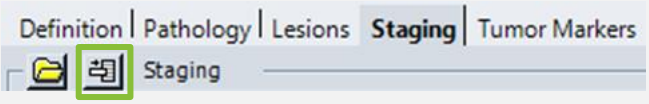


Select the **Pathology** tab then click on the words **Cell Histology**



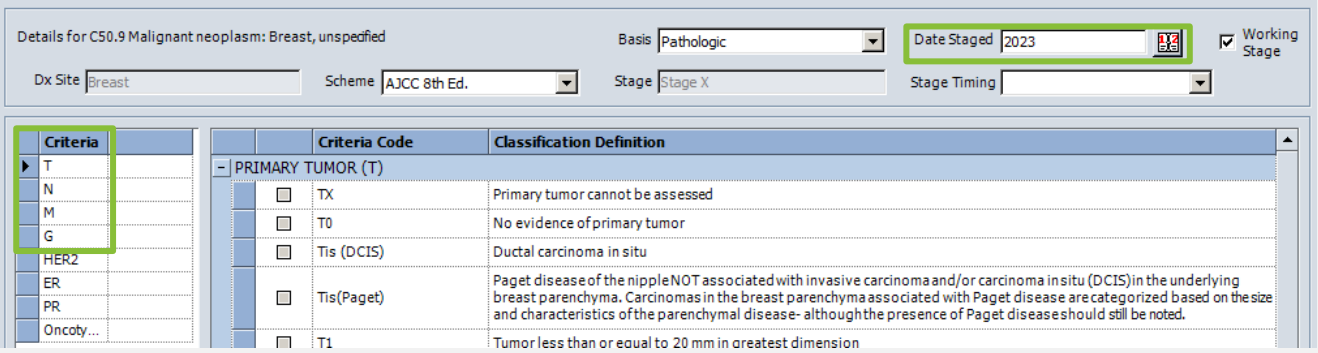

Complete the top three drop down menus then select **OK** to complete

Select the **Staging** tab then click on the white symbol to the left of the word Staging

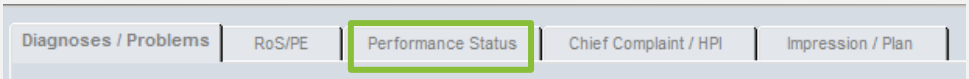



Click on the letter **T** to open up list of tumour classifications then check box for appropriate code. Follow this procedure for **N**, **M** and **G** classifications as appropriate. Other grading schemes are displayed as appropriate for the diagnosis but the process for adding the staging is the same. Add the date of the staging via the calendar.

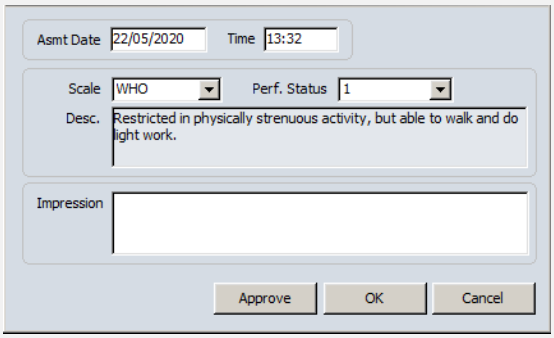
Select **Approve** to complete




Click on the **Performance Status** tab



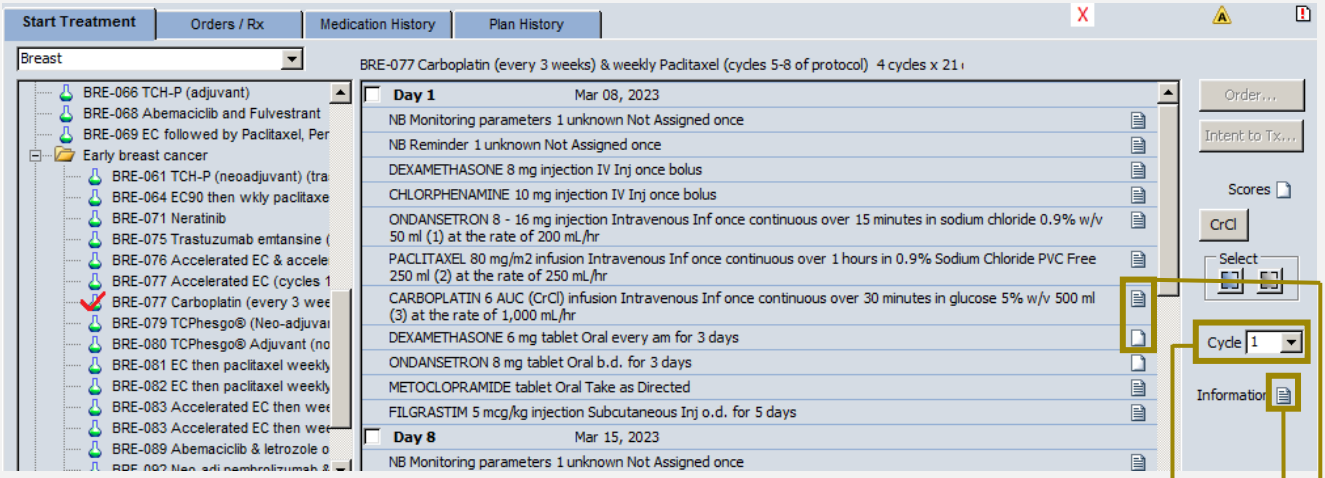

Select **Assess** then select the appropriate WHO performance status from the drop down menu. Select **Approve** to complete



# SECTION 5:
# PRESCRIBING

## INITIATE CHEMOTHERAPY REGIMEN
### Medications → Start Treatment Tab

The regimens folder displayed will be relevant to the diagnosis entered. Click once on a regimen from the list on the left to view the details in the middle panel.



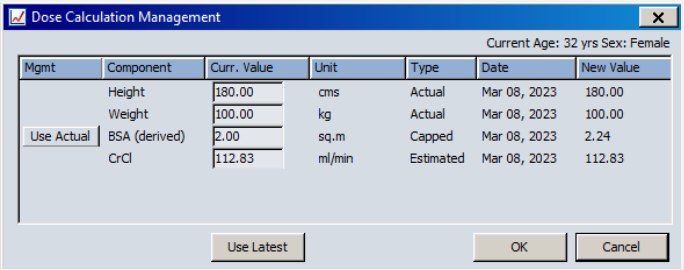

Change the number in the **Cycle** drop-down menu to start treatment at a cycle number other than 1. This is the only point at which the starting cycle number can be changed so ensure the correct cycle number is selected before proceeding.

Information lined paper contains the regimen summary

Lined paper beside each drug entry contains further information click to view

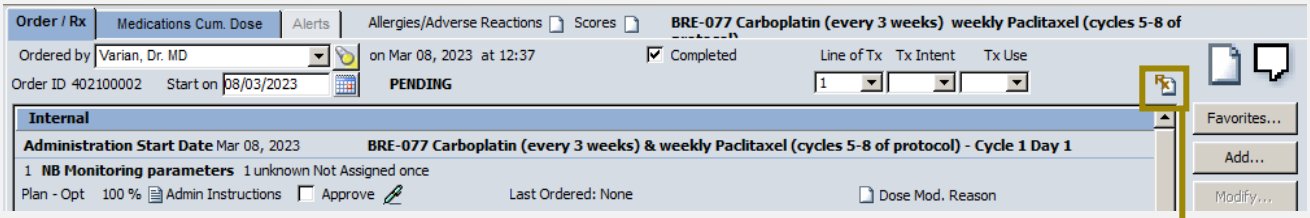
Plain paper is empty

Check the box(es) next to each treatment day(s) of the cycle that you wish to order then select **Order** to proceed




The **Dose Calculation Management** window will appear before the prescription can be viewed. Height, Weight and BSA used to calculate doses will be displayed.
All dose calculations will be capped at a maximum BSA of 2m² as standard. To override this, click on **Use Actual** to recalculate doses at actual BSA stated in the **New Value** column. To revert to cap, select **Use Cap** (button toggles between these 2 options)

**When viewing this window <u>after</u> the prescription has been approved by the prescriber, the values displayed may have changed if newer results are available so this view should not be used the check doses against. Values available at the time of prescribing can be viewed in the Flow Sheet**

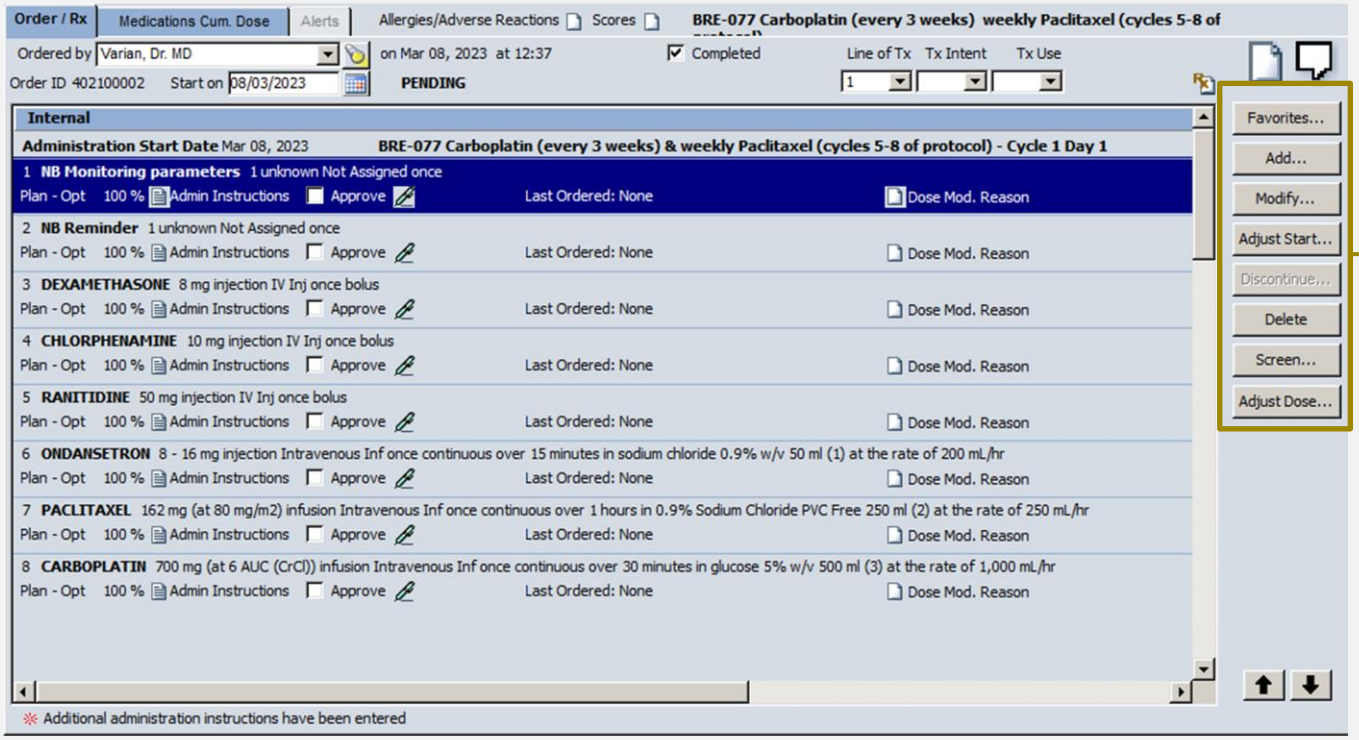



Select the golden Rx symbol to re-open the dose calculation management window.
When reviewing a prescription order, this box must not be used to check doses as once the order has been approved, the information contained within it will change as newer values become available

## VIEW AND AMEND PRESCRIPTION

**Medications → Order/Rx**

Ensure a name appears in the 'Ordered by' drop-down list (should auto-populate for prescribers who are logged in to a location they have access to, if not, please contact your user administrator) and only 1 drug is highlighted, to enable the function buttons on the right-hand side




**Internal:** Administered on the ward/day unit

**Pick-up Internal:** Given to the patient to take home (TTOs)

**Plan–Opt** = Part of regimen

**Non-Plan** = Added from favourites

**Key to function buttons on the right hand side:**

**Favorites:** to add an item to the prescription

**Modify:** to make modifications to a drug except dose changes

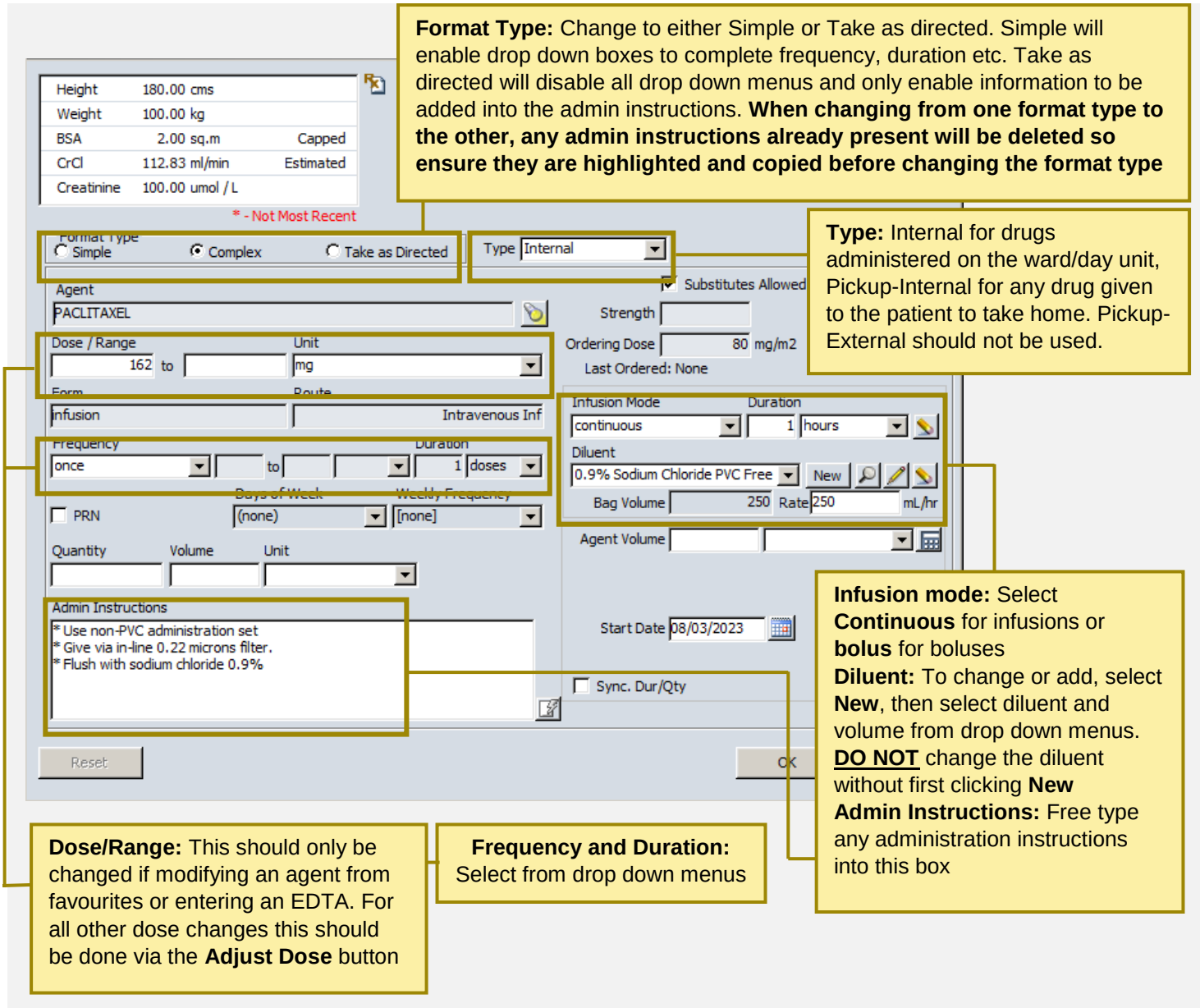
**Delete:** to delete a drug, select again to undelete (button toggles between the two actions)

**Screen:** to view screening tool. This function should <u>not</u> be relied upon, a manual screening of the prescription should always be performed

**Adjust Dose:** to perform a dose adjustment

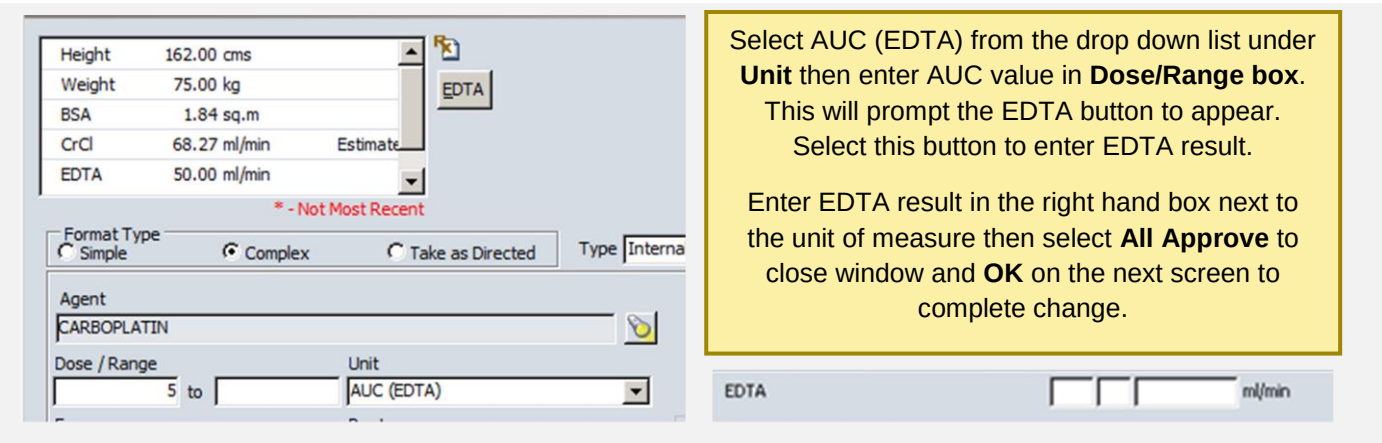
## MODIFY A DRUG

**Medications → Order/Rx → Modify**




## ENTER AN EDTA RESULT

**Medications → Order/Rx → Highlight Carboplatin line → Modify**

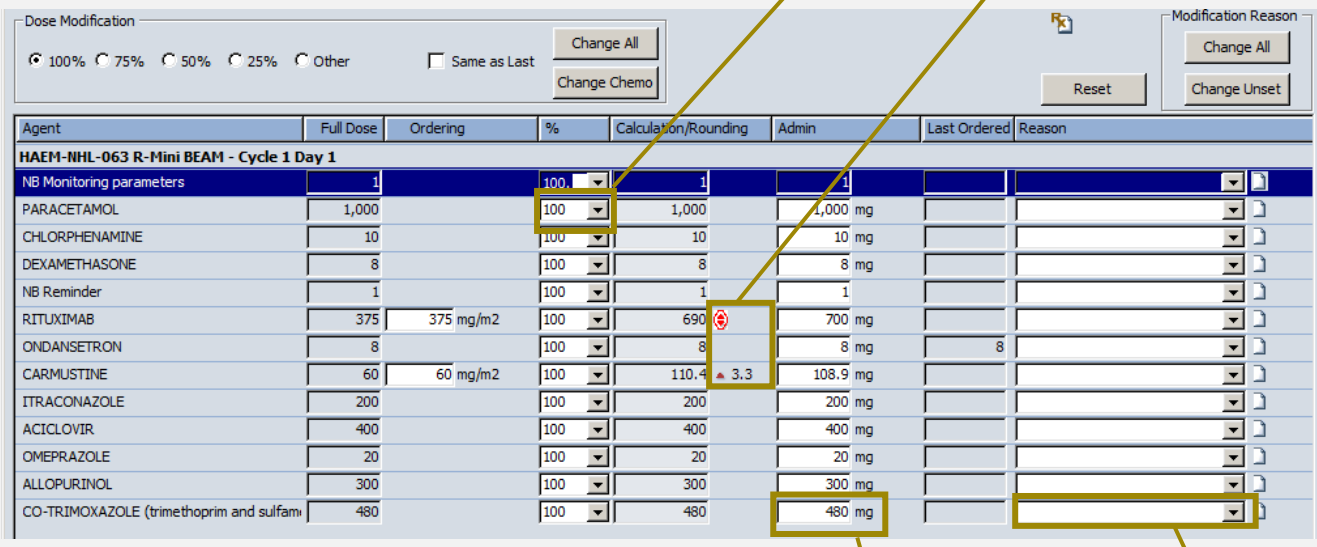


## ADJUST DOSE

**Medications → Order/Rx → Adjust Dose**

To adjust a dose by percentage, either select a value from the drop-down list or free-type the required figure.
The entered value must be % of regimen standard dose not % dose adjustment.

: The drug is dose-banded, click on the symbol to view the table
3.3 : The drug is rounded up to the nearest 3.3(mg)



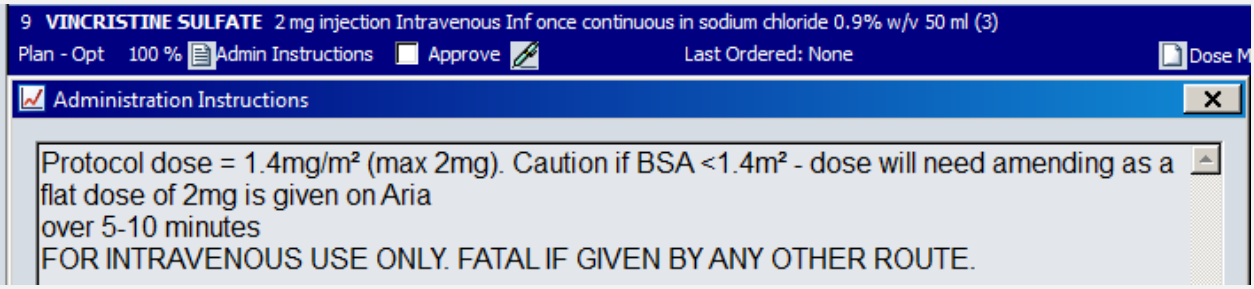

Actual dose to be given can be entered here. The system will then round or band if applicable

Select the reason for dose adjustment from drop-down list. Further detail can be documented in the note paper

Dose adjusted drug appears with percentage of full dose figure a red. This figure is the percentage of full dose before banding or rounding is applied.

## PRESCRIBING VINCRISTINE

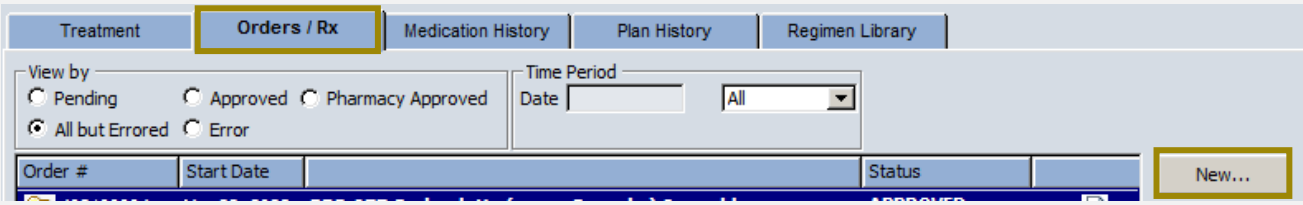
All Vincristine doses in regimens for adults are built as a flat dose of 2mg. For patients with a BSA of 1.4m² or less, or if a dose reduction is needed this will need to be amended via the **adjust dose** window. The original regimen standard dose calculation can be found in the admin details of the drug



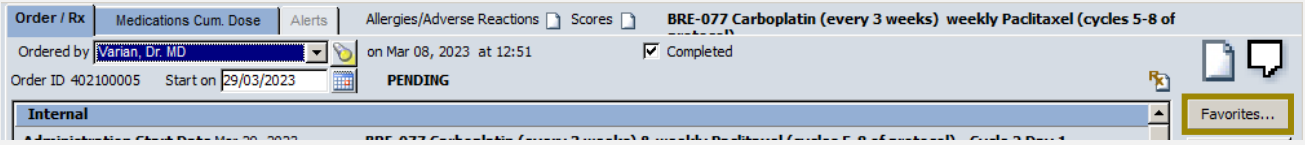
## ADDING DRUGS TO A PRESCRIPTION
### Medications window

To add a drug, start with either A or B below, depending on whether the drug will be added to the chemo or support regimen order, or will be a stand-alone item, then continue from step C

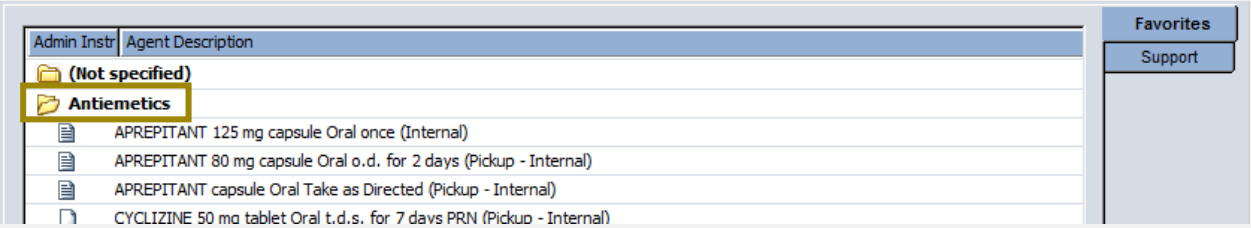
**A: When prescribing as a stand-alone prescription**
Select **New…** from the **Orders/Rx** tab




**B: When prescribing a regimen at the same time**
Complete the prescribers name (if not already completed) and the start date, then select **Favourites**. Without completing this information the Favourites button will not be enabled




**C:** In the favourites tab, click on the bold folder name to expand then highlight the required item and click **Add**. Administration details can be modified once the drug has been added to the prescription so as long as the displayed drug name, form and route is correct, all other details can be amended

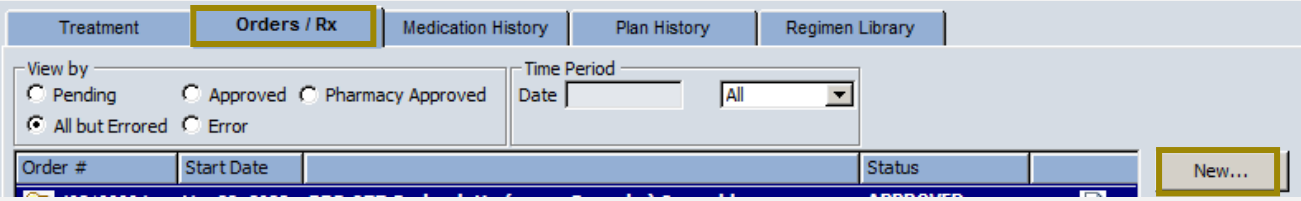



The added drug is now on the prescription. The sequence of drugs in the regimen is the order in which they will be administered so ensure added Internal drugs are positioned correctly on the order. To move a drug, highlight it by clicking on the line once then use the up and down arrows in the bottom right-hand side of the window ⬆⬇. To amend the added item, highlight then select **Modify**. See page 13

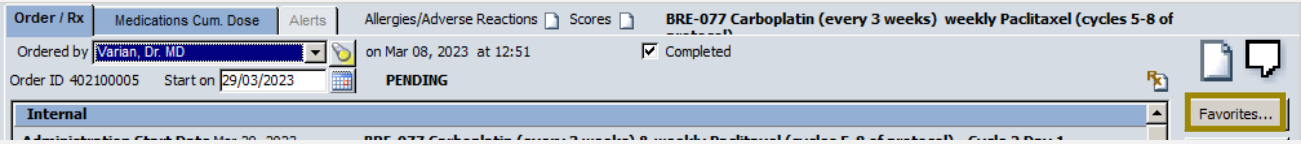
## PRESCRIBING A SUPPORT REGIMEN
### Medications window

To add a support regimen, start with either A or B below, depending if you would like the regimen included in the chemo regimen order, or as a stand-alone item then continue from step C

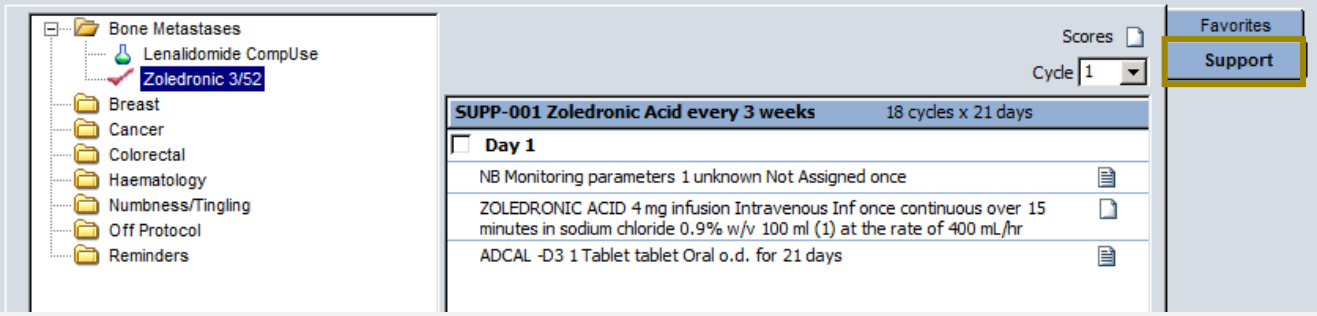
**A: When prescribing as a stand-alone regimen**
To add a drug, select **New…** from the **Orders/Rx** tab



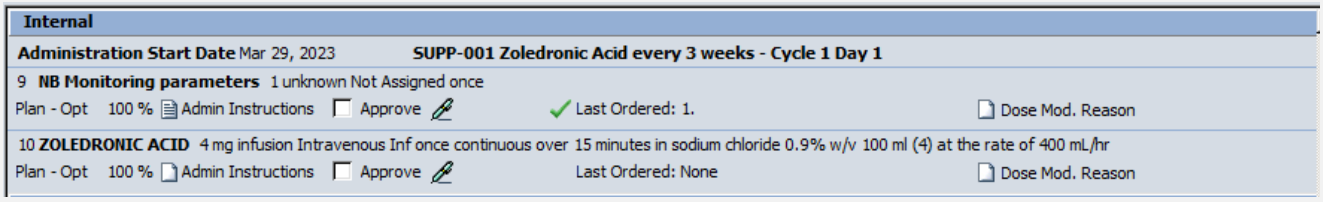

**B: When prescribing another regimen at the same time**
Complete the prescribers name and the start date then select **Favorites**.
NB: Without completing this information the Favorites button will not be enabled




**C:** Click on the **Support** tab, expand the folder you require then click once on the required regimen to show the detail in the right-hand panel. Select starting cycle number and check box beside day to be ordered then **Add**.

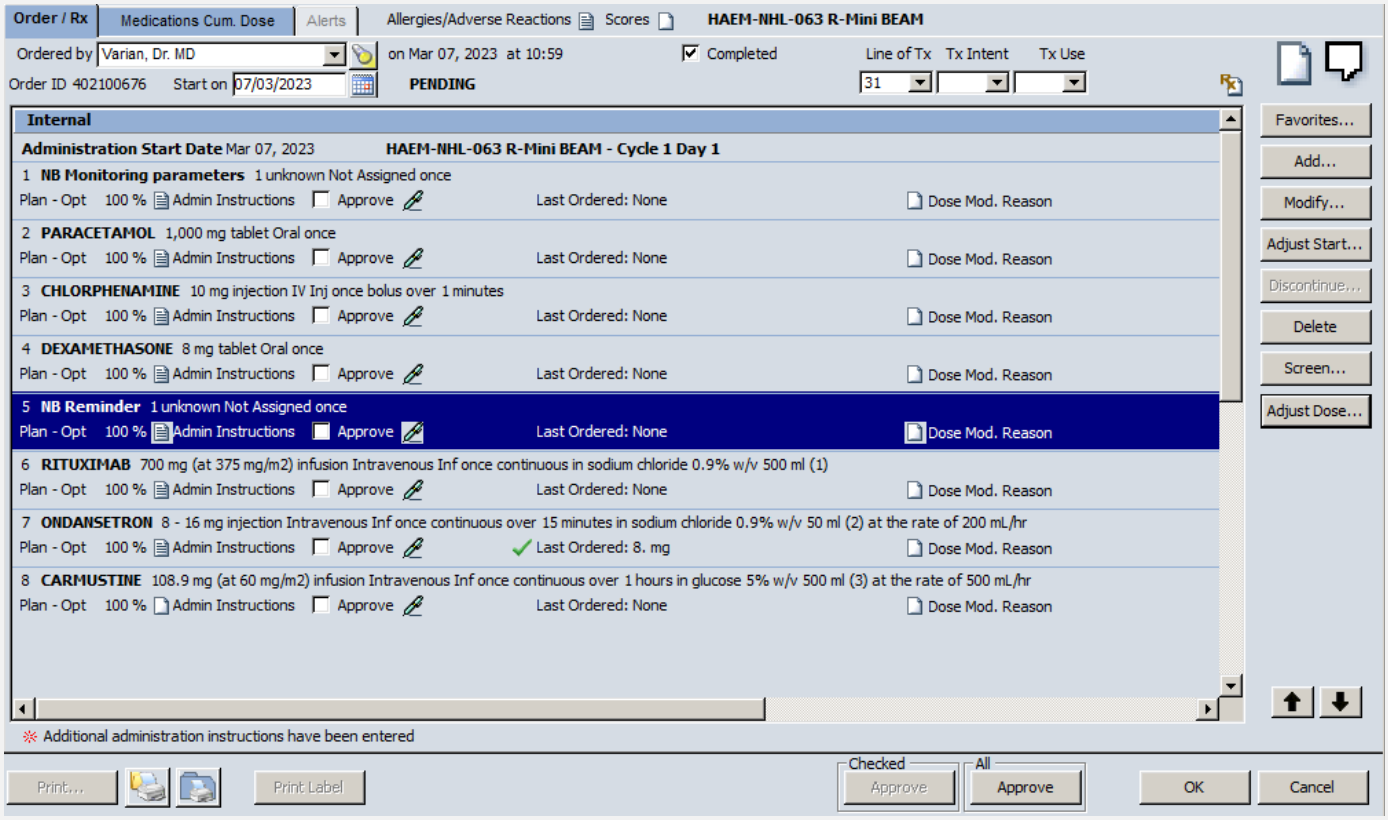



The support regimen is now on the **Orders/Rx** tab and can be amended and completed in the same way as a chemotherapy regimen.



## REVIEWING THE ORDER OF ADMINISTRATION OF ADDED INTERNAL DRUGS

Added Internal drugs from either the favourites or a support regimen, will appear at the bottom of the selected day's list of Internal drugs when first prescribed, then at the top of the list of Internal drugs from the second order onwards. As the order that the drugs appear in on the prescription, is the order of administration, any added favourite or support regimen drugs must be moved into an appropriate position. To do this, highlight the drug then select the arrows in the bottom right-hand side of the window to move the drug up or down. This will need to be repeated each time the drug is on the prescription as ARIA will not retain the position of the added drug from one cycle to another.

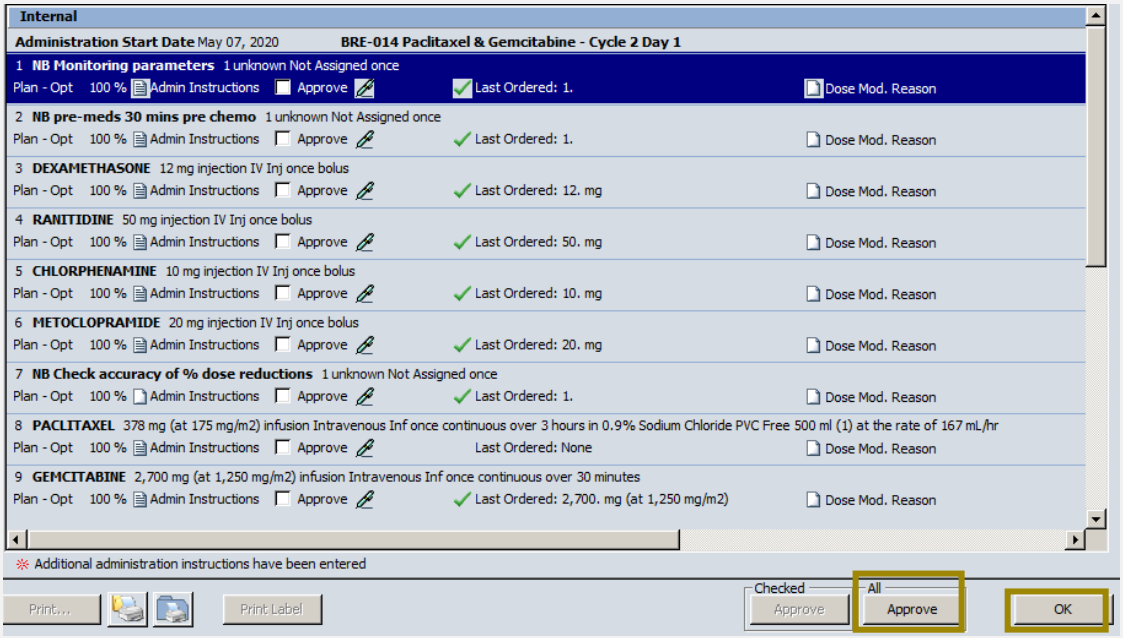



Pick-up Internal drugs need not be moved as they are not listed in administration order.

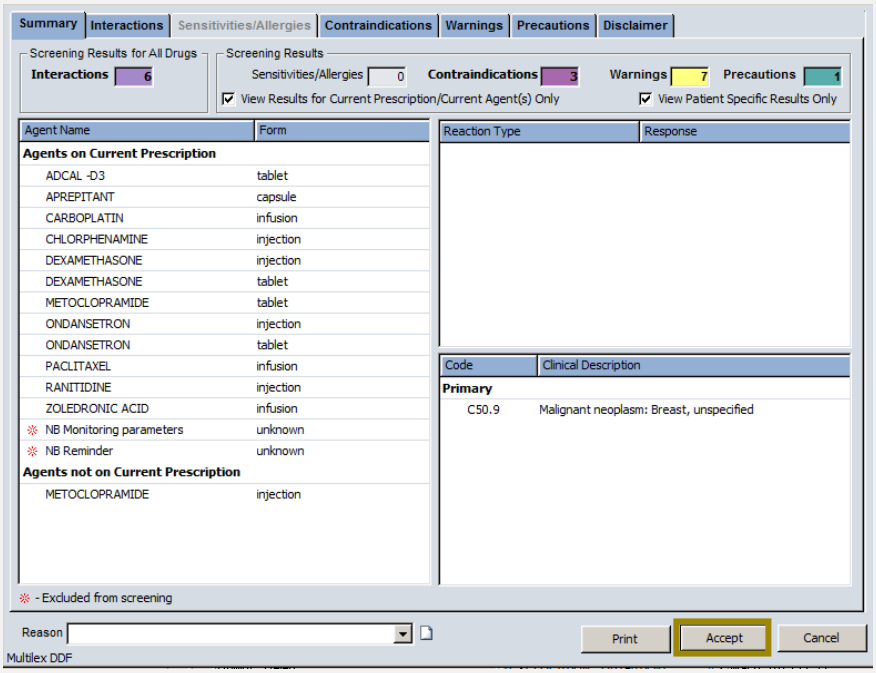
## COMPLETING AND APPROVING THE PRECRIPTION

**Medications → Order/Rx**

Once all changes have been applied, select **All Approve** to complete or **OK** to leave the order pending




The screening window appears following selection of the approve button. <u>The ARIA screening tool must not be relied upon. A manual evaluation of drug interactions and allergies must be performed.</u> However, this screen must be acknowledged for the prescription to be approved, select **Accept** to continue. ARIA will then notify of any discrepancies it has found e.g. infusion rate outside set parameters. Select **Yes** to continue or **No** to return to the prescription and amend the discrepancy.

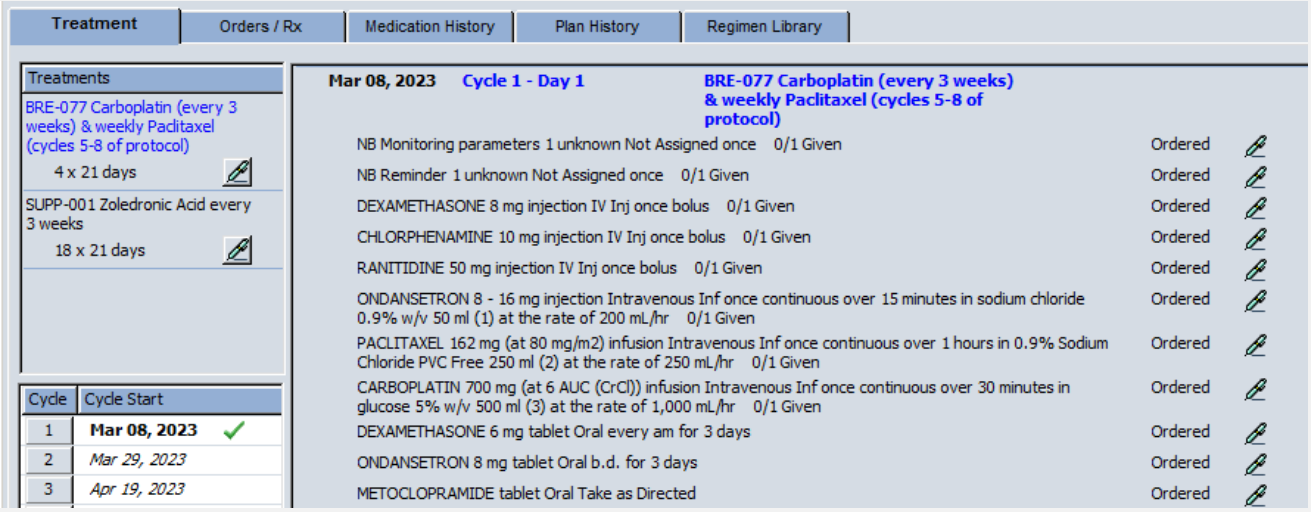


# SECTION 6:
# PRESCRIBED REGIMEN MAINTENANCE

## MODIFY, DELAY AND DISCONTINUE REGIMEN
### Medications → Treatment Tab

Once a cycle has been approved, the prescription will appear on the **Orders/Rx** tab and the full regimen will appear on the **Treatment** tab.

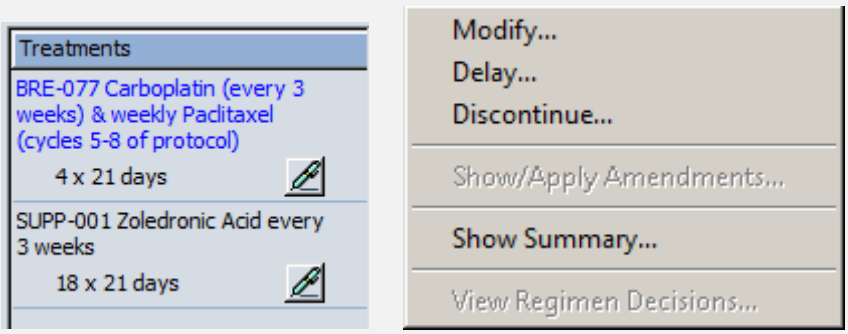
**Status of Rx:**
**Ordered** = Ordered and approved by prescriber
**Pending** = Pending completion by prescriber
**Not Ordered** = Not ordered




Planned treatment cycles and dates for the approved chemotherapy regimen are displayed on the left of the screen. Click each cycle to show the status of the regimen

### Medications Window → Treatment Tab → Green Pen (on left)

Each regimen that has at least one cycle approved, appears on the **Treatment** tab and has it's own 'Green Pen menu'. Regimen titles in blue are chemotherapy regimens (only one can be prescribed per patient) and regimen titles in black type are support regimens (more than one can be prescribed per patient and in addition to a chemo regimen). Click once on the green pen to view the menu options

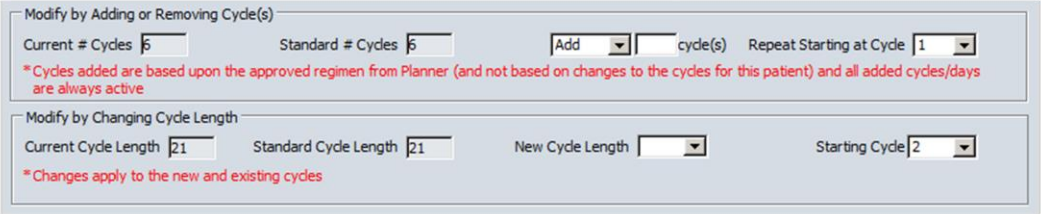



**Modify:** Add or remove cycles, change cycle length or inactivate days/cycles
**Delay:** Delay day or cycle of treatment
**Discontinue:** Discontinue regimen. Select to discontinue ONLY when all required doses have been administered
**Show Summary:** Displays details of the regimen including indication and treatment summary

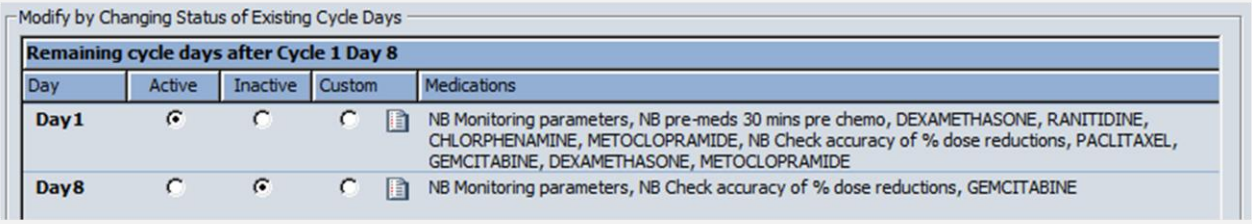
## MODIFY REGIMEN

**Medications → Treatment Tab → Green Pen → Modify**

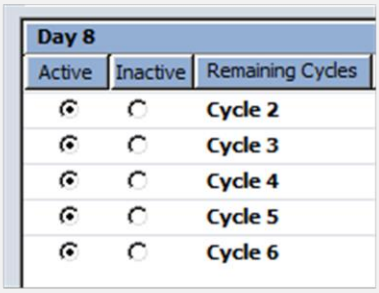
Cycles can be added or removed, or the cycle length can be changed.
To add cycles, always enter the number of the last cycle of the current prescription in the **'repeat starting at cycle'** box to ensure that the regimen is copied and continued from the current setup. Adding cycles from a different cycle starting point may reintroduce loading doses or dose escalations




By selecting the option below, all subsequent Day 8 treatments will be Inactive but Day 1 will still be available

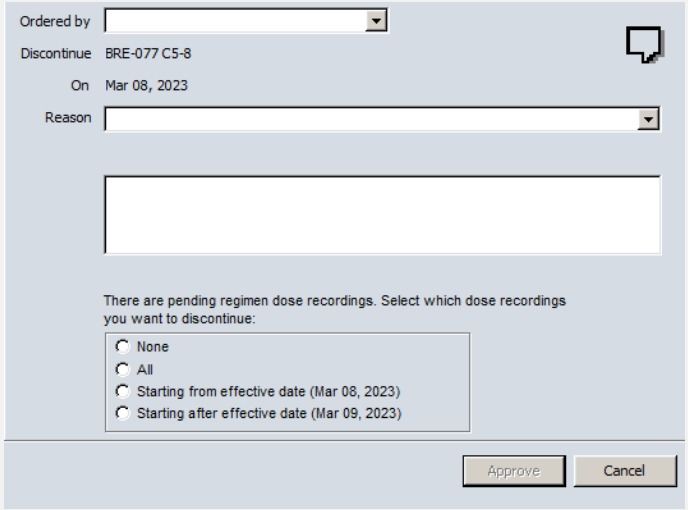



By selecting the '**Custom**' radio button on day 8 in the picture above, the window shown on the right will appear. This will allow you to inactivate day 8 of the regimen on selected cycles rather than all cycles.




## DISCONTINUE REGIMEN

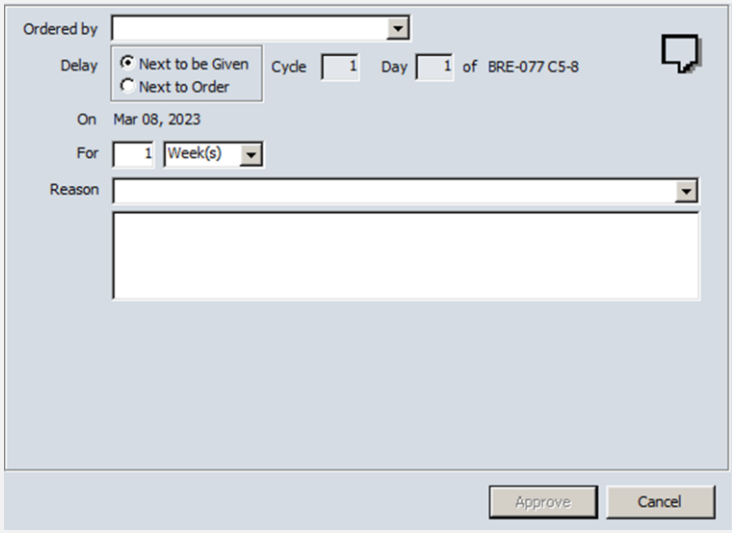
**Medications → Treatment Tab → Green Pen → Discontinue**




Select the reason for discontinuation from drop down list. Select **Custom** from list to then free-type in box for something not listed. Remember to **first** discontinue any agents added from favourites to that regimen as they won't automatically be discontinued with the regimen

## DELAY REGIMEN

**Medications → Treatment Tab → Green Pen → Delay**




Treatment can be delayed from 2 points:

**Next to be Given** – Next ordered prescription that has not been administered

**Next to Order** – Next unordered prescription

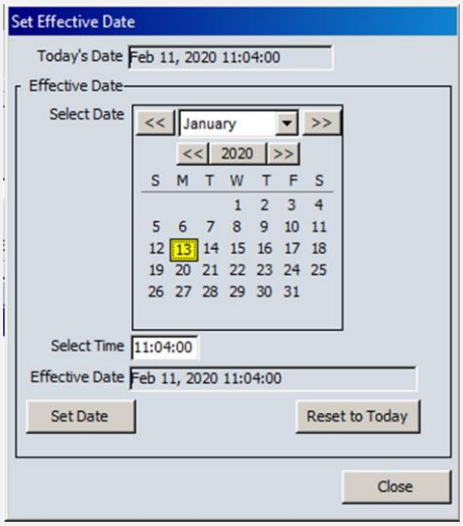
Enter duration of delay in number of days or weeks then select Approve to complete. To bring treatment forward, prefix number of days/weeks delay with a minus

**Pending orders cannot be delayed therefore Next to be Given and Next to Order may not be consecutive. To delay a pending order, it should be approved first then delayed.**

**If the date of treatment has elapsed then the delay will need to be performed by a user with access to set the effective date (see below)**

## DELAY A PRESCRIPTION FROM AN ELAPSED DATE

**Open Patient Window → Security → Set Effective Date**




Click on the prescription date from the calendar then select **Set Date** then **Close**. The date and time at the bottom of the window will now appear in red to indicate the date change to the system

Jan 13, 2020 11:05 (past)

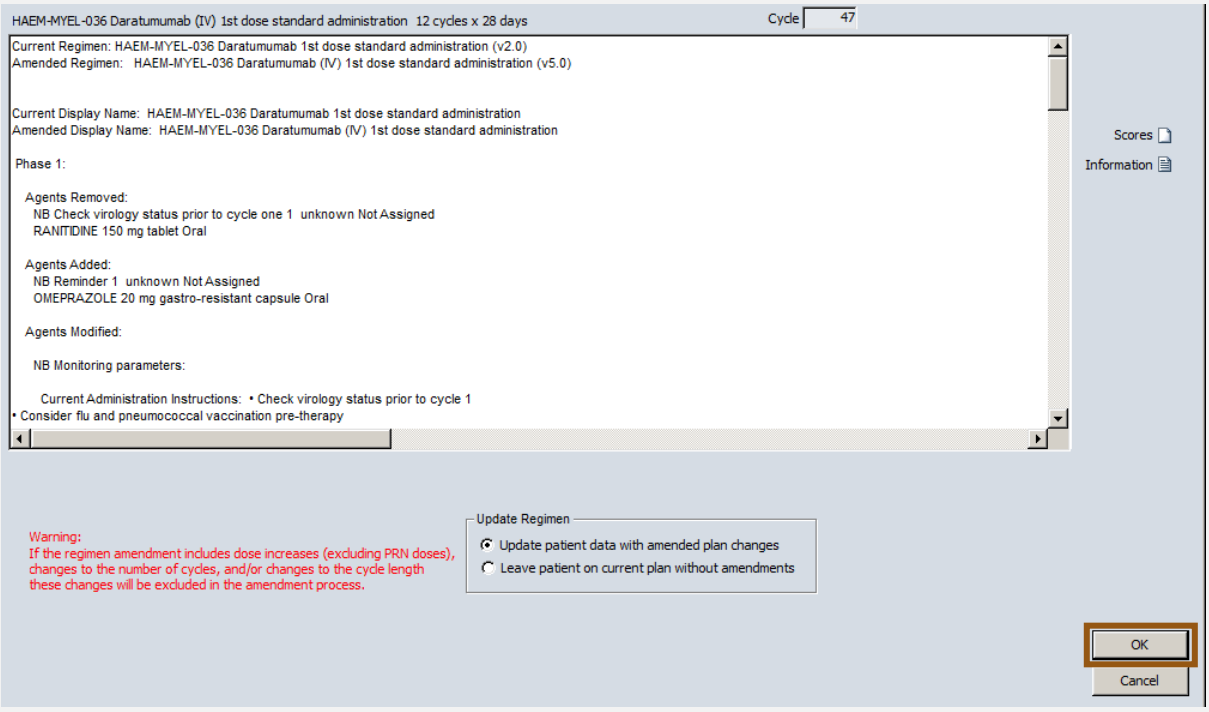
Perform the prescription delay as usual. When leaving the patient record, a pop-up will ask to reset effective date. Always select **Yes** to return the system to today's date.

## APPLY REGIMEN UPDATES

**Medications → Treatment Tab → Green Pen → Show/Apply Amendments**

When an ARIA regimen template has been updated, this will be indicated by a red asterisk next to the regimen name in the Treatment tab. Regimen updates should be applied when available. Click on the green pen then select Show/Apply Amendments.

The following screen will list some of the amendments made. Ensure the 'Update patient data with amended plan changes' then OK to apply changes.




If dose changes were made on the regimen before applying the updated regimen, ensure these have been carried forward.

# SECTION 7:
# REGIMEN LIBRARY AND HISTORY

## MEDICATION HISTORY
### Medications → Medication History Tab

The medication history tab lists the medications prescribed and administered listed under **active chemotherapy** and **active non-chemotherapy** which will show drugs prescribed oin the current regimen. Inactive agents shows previously prescribed but now discontinued drugs

| Medication | Last Given | Start Date | End Date | Indication |
|---|---|---|---|---|
| **Active Chemotherapy Agents** | | | | |
| BORTEZOMIB (injection) | | Dec 12, 2016 | | |
| Daratumumab (injection) | | Apr 29, 2020 | | |
| DARATUMUMAB (infusion) | | Apr 29, 2020 | | |
| **Active Non-Chemotherapy Agents** | | | | |
| ACICLOVIR (tablet) | | Jul 18, 2016 | | |
| ALLOPURINOL (tablet) | | Jul 18, 2016 | | |
| CHLORPHENAMINE (injection) | Oct 02, 2019 14:00 | Sep 14, 2016 | | |
| CO-TRIMOXAZOLE (trimethoprim and sulfamethoxazole) (tablet) | | Jul 18, 2016 | | |
| DEXAMETHASONE (injection) | | Apr 29, 2020 | | |
| DEXAMETHASONE (tablet) | Sep 14, 2016 09:00 | Jan 12, 2016 | | |

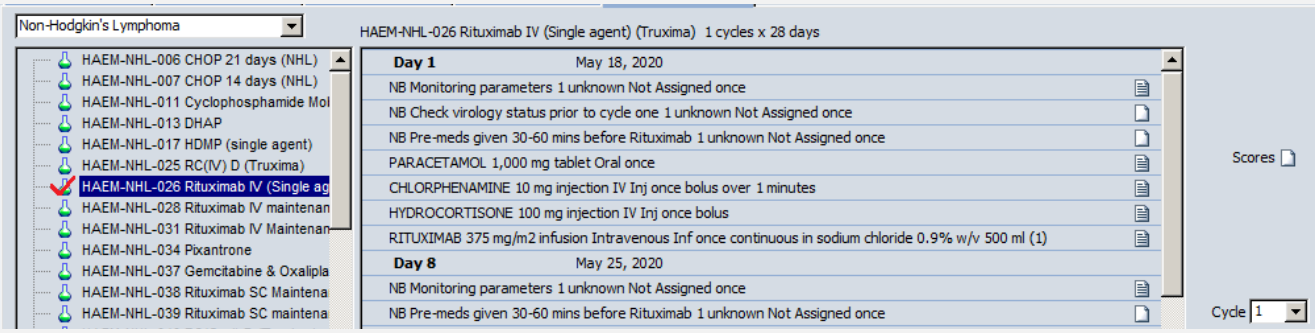
## PLAN HISTORY
### Medications → Plan History Tab

The **Plan History** tab lists current and previously prescribed regimens and shows their start date and end date (if appropriate). Click on the blue **Hx** symbol to view decision history e.g. reason for regimen discontinuation

| Plan / Version | Start Date | End Date | Diagnosis |
|---|---|---|---|
| SUPP-008CV Daratumumab SC for substitution into M\ | Apr 28, 2020 | May 4, 2020 | |
| Hx **Tx Intent:** 27646<br>**Tx Use:** 27641<br>**Line of Tx:** 14 | | | **Last Amendment Accepted:** v1.0 |
| HAEM-MYEL-037 Daratumumab, bortezomib (sc) & de: | Apr 28, 2020 | May 4, 2020 | Malignant neoplasm of ovary - C56 |
| Hx **Tx Intent:** 27646<br>**Tx Use:** 27641<br>**Line of Tx:** 14 | | | |

## REGIMEN LIBRARY
### Medications → Regimen Library Tab

Prior to completing the first cycle of a regimen, the **Start Treatment** tab can be used to view available approved regimens, listed within their tumour site folders. Once a regimen cycle has been approved, the Start Treatment tab became the **Treatment** tab with details of the prescribed regimen only and the **Regimen Library** tab becomes available to view all regimens. Select the tumour site folder from the drop down menu then click once on the regimen to view. Regimen details appear in the middle window and the cycle can be changed using the drop down cycle menu.

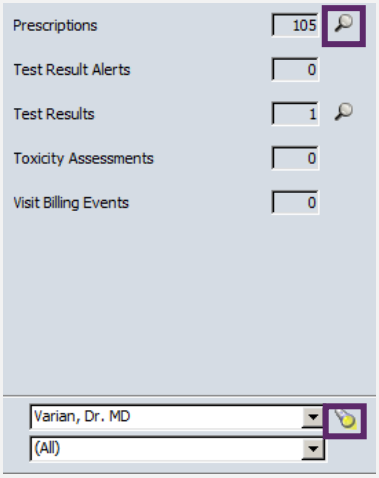


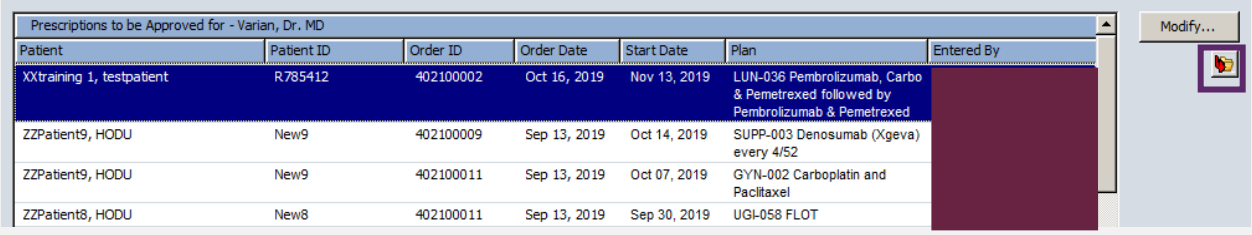
# SECTION 8:
# PRESCRIBER WORK-LIST

## Provider Approval → Prescriptions

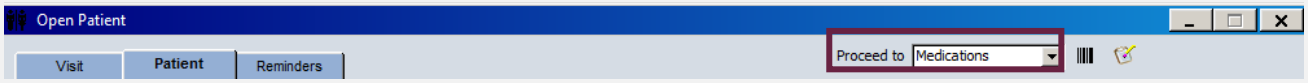
The **Provider Approval List** shows all prescriptions left Pending by prescriber. All prescribers can view and action any other prescriber's list. Registrars should leave prescriptions pending under the consultant name, not their own.

Select the name of the prescriber whose list you wish to view by clicking on the torch or by picking from the top drop-down menu then select (All) from the bottom drop-down menu. Once the list has refreshed with your selection, click on the magnifying glass next to the Prescriptions total to view the current list.

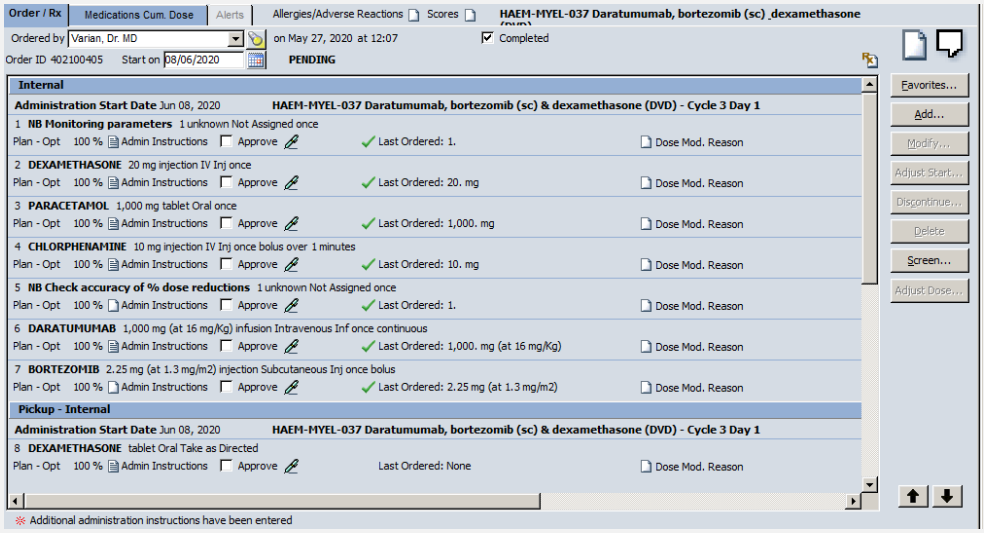



The list can be sorted by clicking on the column titles. This will sort them by Patient surname (A-Z or Z-A) or Start date (prescription start date). Select the prescription required by clicking once then select the folder icon to open the patient record. By selecting **Medications** in the **Proceed to** menu on the **Open Patient** window, whenever patient records are opened from the Provider Approval menu, it will open to the Medications window.




Selecting the Modify button will only open the Pending prescription rather than opening the full patient record so you won't be able to put the next cycle in Pending this way.

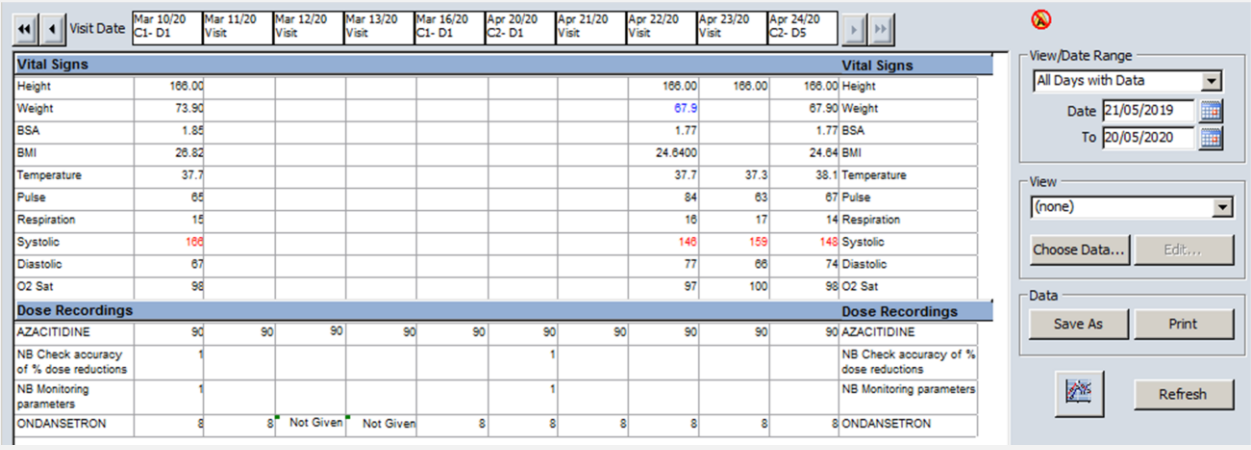



The prescription can then be reviewed and amended as required before approving. Once approved, remember to put the next cycle back into Pending under the consultant's name

# SECTION 9:
## FLOW SHEET

Flow Sheet will display Vital Signs, Blood results (selected Trusts only) and Drug administrations, with the data dated at the top of the column with the cycle and day number if appropriate

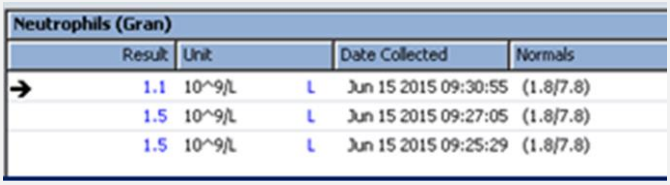
When checking prescription doses, the flow sheet should be used to view values available at the time of prescribing



| Visit Date | Mar 10/20 C1- D1 | Mar 11/20 Visit | Mar 12/20 Visit | Mar 13/20 Visit | Mar 16/20 C1- D1 | Apr 20/20 C2- D1 | Apr 21/20 Visit | Apr 22/20 Visit | Apr 23/20 Visit | Apr 24/20 C2- D5 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Vital Signs** | | | | | | | | | | | **Vital Signs** |
| Height | 166.00 | | | | | | | 166.00 | 166.00 | 166.00 | Height |
| Weight | 73.90 | | | | | | | 67.9 | | 67.90 | Weight |
| BSA | 1.85 | | | | | | | 1.77 | | 1.77 | BSA |
| BMI | 26.82 | | | | | | | 24.6400 | | 24.64 | BMI |
| Temperature | 37.7 | | | | | | | 37.7 | 37.3 | 38.1 | Temperature |
| Pulse | 65 | | | | | | | 84 | 63 | 67 | Pulse |
| Respiration | 15 | | | | | | | 16 | 17 | 14 | Respiration |
| Systolic | 166 | | | | | | | 146 | 159 | 148 | Systolic |
| Diastolic | 67 | | | | | | | 77 | 66 | 74 | Diastolic |
| O2 Sat | 98 | | | | | | | 97 | 100 | 98 | O2 Sat |
| **Dose Recordings** | | | | | | | | | | | **Dose Recordings** |
| AZACITIDINE | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | AZACITIDINE |
| NB Check accuracy of % dose reductions | 1 | | | | | 1 | | | | | NB Check accuracy of % dose reductions |
| NB Monitoring parameters | 1 | | | | | 1 | | | | | NB Monitoring parameters |
| ONDANSETRON | 8 | 8 | Not Given | Not Given | 8 | 8 | 8 | 8 | 8 | 8 | ONDANSETRON |



Select **Choose Data** to customize what is displayed on the flow sheet. Entries with multiple same day results will be indicated by the green square and the most recent entry of the day will appear on the main view of the flow sheet and on any graphs produced. Right click on the relevant result and select **View Details** to view all results for that entry for that day.



| Neutrophils (Gran) | | | | |
|---|---|---|---|---|
| Result | Unit | | Date Collected | Normals |
| 1.1 | 10^9/L | L | Jun 15 2015 09:30:55 | (1.8/7.8) |
| 1.5 | 10^9/L | L | Jun 15 2015 09:27:05 | (1.8/7.8) |
| 1.5 | 10^9/L | L | Jun 15 2015 09:25:29 | (1.8/7.8) |