NHS
Kent and Medway
Cancer Collaborative

Aria User Guide

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

TABLE OF CONTENTS

SECTION 1: LOGGING IN TO MANAGER AND OPENING PATIENT RECORDS 4
CUSTOMISE TOOLBAR 5
OPEN PATIENT – VISIT TAB 5
OPEN PATIENT – PATIENT TAB 6
PATIENT DETAILS 6

SECTION 2: PATIENT HISTORY 7
DRUG ALLERGIES 7
OTHER MEDICATIONS 8

SECTION 3: PATIENT VITAL SIGNS 8
ENTER VITAL SIGNS 8

SECTION 4: ENTER PATIENT DIAGNOSIS 9
ENTER DIAGNOSIS 9

SECTION 5: PRESCRIBING 11
INITIATE CHEMOTHERAPY REGIMEN 11
VIEW AND AMEND PRESCRIPTION 12
MODIFY A DRUG 13
ENTER AN EDTA RESULT 13
ADJUST DOSE 14
PRESCRIBING VINCRISTINE 14
ADDING DRUGS TO A PRESCRIPTION 15
PRESCRIBING A SUPPORT REGIMEN 16
REVIEWING THE ORDER OF ADMINISTRATION OF ADDED INTERNAL DRUGS 17
COMPLETING AND APPROVING THE PRECRIPTION 18

SECTION 6: PRESCRIBED REGIMEN MAINTENANCE 19
MODIFY, DELAY AND DISCONTINUE REGIMEN 19
MODIFY REGIMEN 20
DELAY REGIMEN 21
DELAY A PRESCRIPTION FROM AN ELAPSED DATE 21
APPLY REGIMEN UPDATES 22

SECTION 7: PHARMACY APPROVE AND DISPENSE PRESCRIPTION 23
REVIEW PRESCRIPTION 23
DISPENSE PRESCRIPTION 24
MEDICATION HISTORY 25
PLAN HISTORY 25
REGIMEN LIBRARY 25

SECTION 8: DRUG ADMINISTRATION 26
DRUG ADMINISTRATION – DRUGS MARKED INTERNAL 26
DOSE RECORDING 27
DRUG ADMINISTRATION – DRUGS MARKED PICK-UP INTERNAL 28

SECTION 9: PRESCRIBER WORK-LIST 29

SECTION 10: FLOW SHEET 30

SECTION 11: ARIA DOCUMENTATION 31
QUESTIONNAIRES 31
NOTES 31

SECTION 12: REVERSE FUNCTIONS 32
DRUG ADMINISTRATION – DOSE RECORDING – ERROR 32
ORDERS/RX - UNDISPENSE A PRESCRIPTION 33
ORDERS/RX – UNAPPROVE A PRESCRIPTION (PHARMACY) 33

SECTION 13: FAVOURITE DRUGS 34
FAVOURITE DRUGS – ADD TO MASTER LIST 34
FAVOURITE DRUGS – ADD DRUG DETAILS 34
FAVOURITE DRUGS – ADD TO PRESCRIBERS LISTS 34
FAVOURITE DRUGS – PROVIDER LIST 35
FAVOURITE DRUGS – COPY PROVIDER LIST 35
FAVOURITE DRUGS – ADD TO GROUP 35

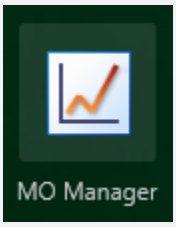
SECTION 14: SECURITY FUCTIONS 36
USERS – USER REGISTRY 36
CREATE AN ACCOUNT 37
AGENTS – AGENT FORMULARY 38
AGENTS – NEW – ADD FROM FDB 38
AGENTS – ADD FROM SCRATCH 38
AGENTS – MODIFY 39
AGENTS – MODIFY - DOSE BANDING 39

SECTION 15: BUILDING QUESTIONNAIRES 40
SECTION 16: RUNNING REPORTS 41

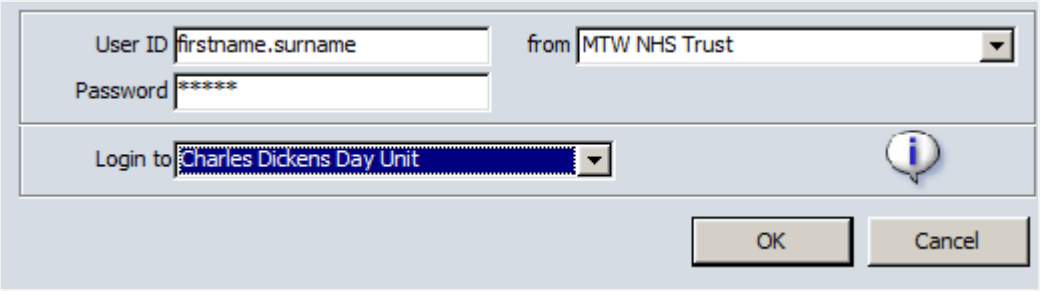
SECTION 1:
LOGGING IN TO MANAGER AND OPENING PATIENT RECORDS

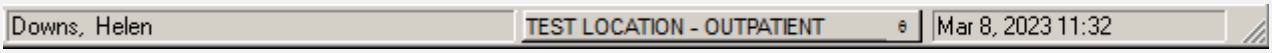
Enter your user name and password. These are usually, but not always, the same as your windows details.

Select MO Manager



Enter your username as **User ID**. This is usually **firstname.surname** format. **From** should <u>always</u> be MTW NHS Trust. **Login to** 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.

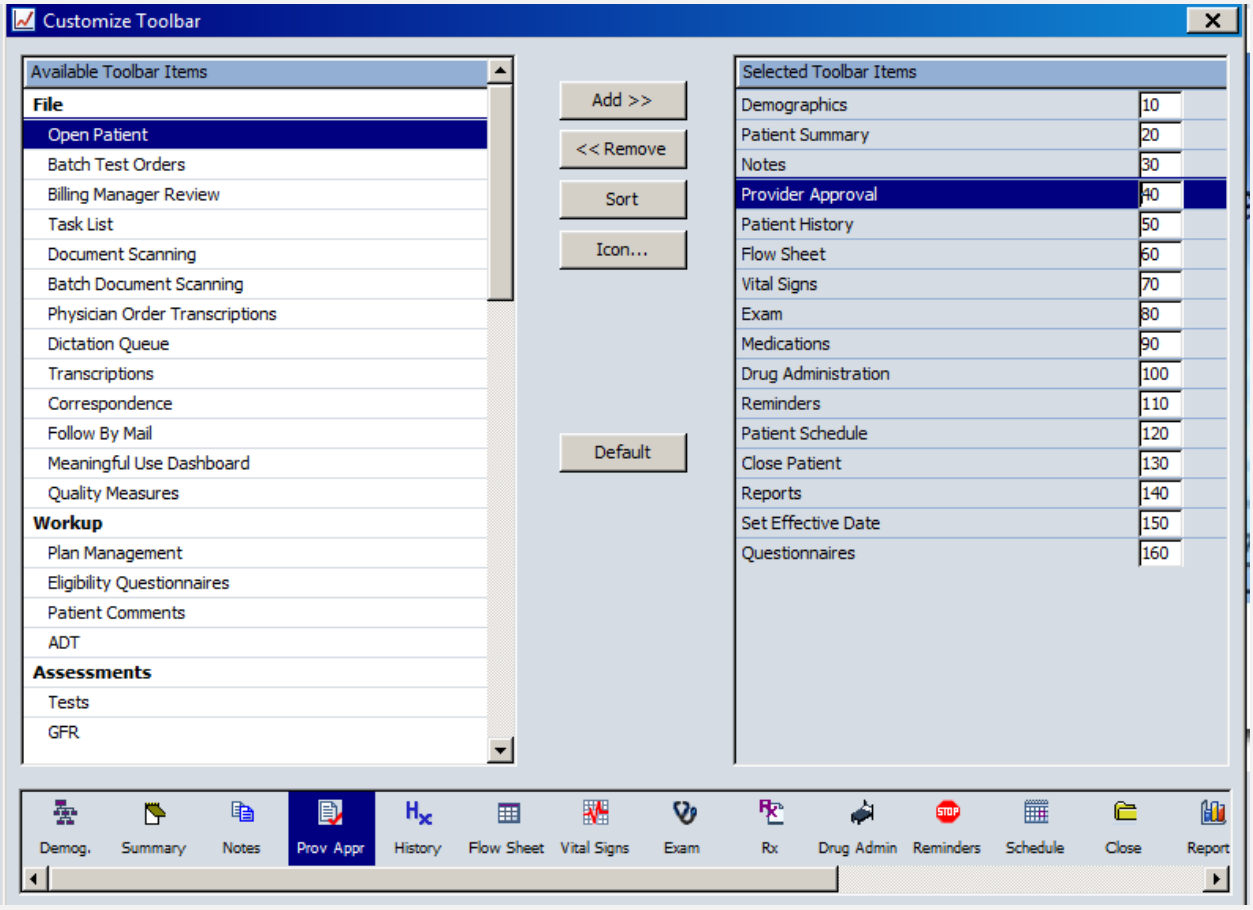
Ensure you are working in the correct area. This should show the department where the patient will be treated. Click on the location displayed to change.

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

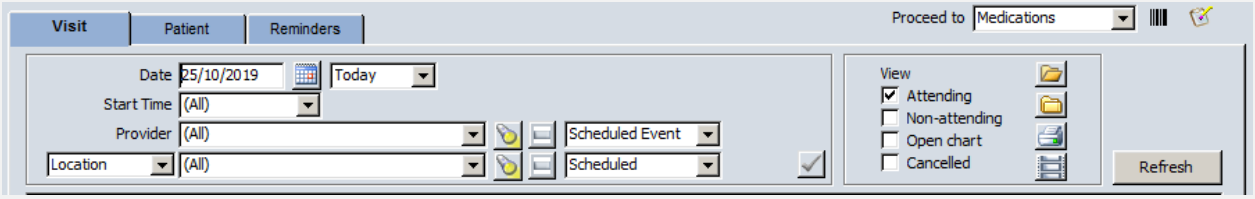
Select an item from the menu on the left by clicking on it once then select **Add** to add to your toolbar. Select an item on the right then select **Remove** to remove it from your toolbar. Click on an item on the right then select **Icon** to change the picture of that icon. Change the numbers to change 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.



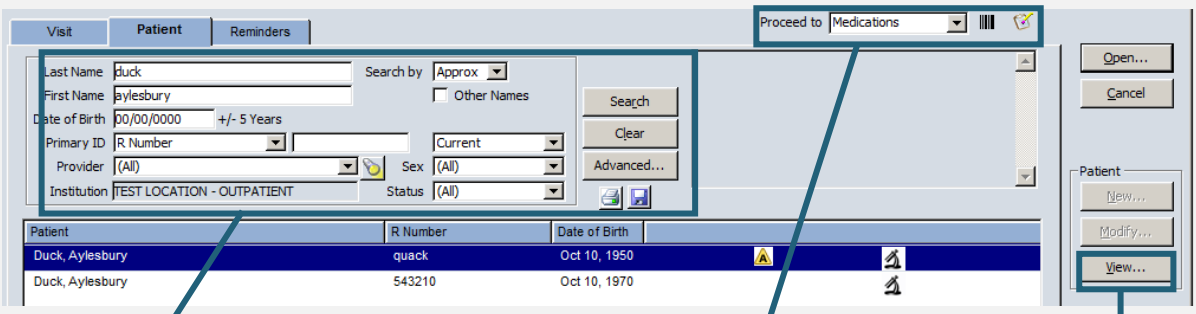
The items listed as 10 – 160 above, show from left to right in the order defined by their numbers

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.

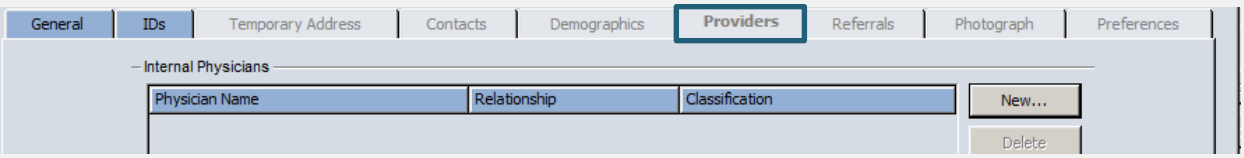
Select an option from the **Proceed to** menu and whenever you open a patient record it will go directly to the area selected. For prescribers it is recommended to set this as 'Medications' to make reviewing the Provider Approvals easier (see page 28).

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

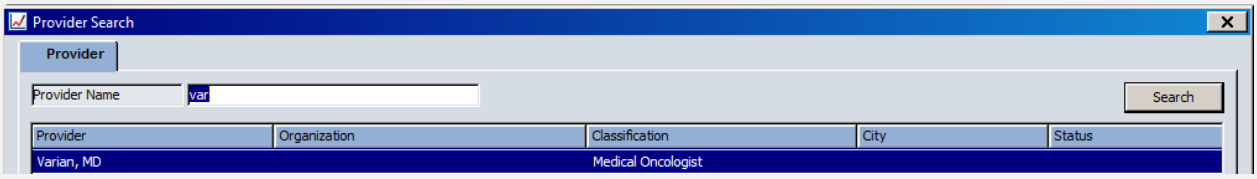
Select **View** to view patient demographics. This information is fed through from KOMS so if amendments are required they should be performed in KOMS which will then update the ARIA record too

PATIENT DETAILS
Open Patient Window → View Patient

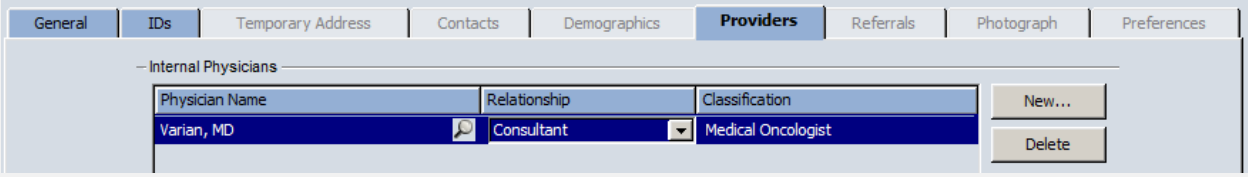
All information in the demographics tabs is imported from KOMS however the patient's Provider (Consultant) will need to be added manually. To add the Provider, select the **Providers** tab.



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, <u>always</u> select **Consultant**. Select **OK** to complete



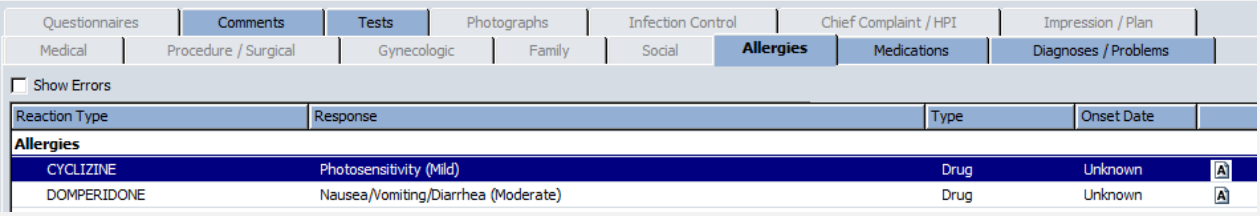
Once added, the nominated consultant will remain in the patient record

SECTION 2:
PATIENT HISTORY

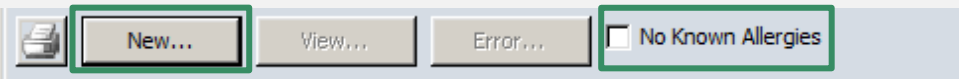
DRUG ALLERGIES
Patient History → Allergies Tab

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

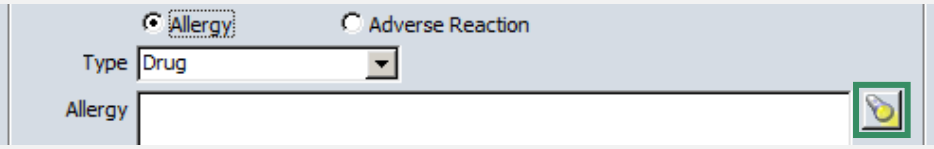
= Allergy status not completed = NKDA = Documented allergy



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



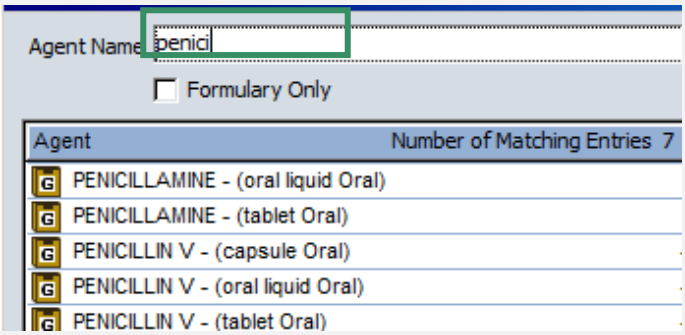
Always select **Drug** from **Type** drop down menu and not drug class. For drug allergies click to search



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

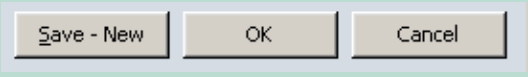
Ensure the **Formulary Only** box is unchecked then type the first few letters of the drug; this will then display a list of matching agents.

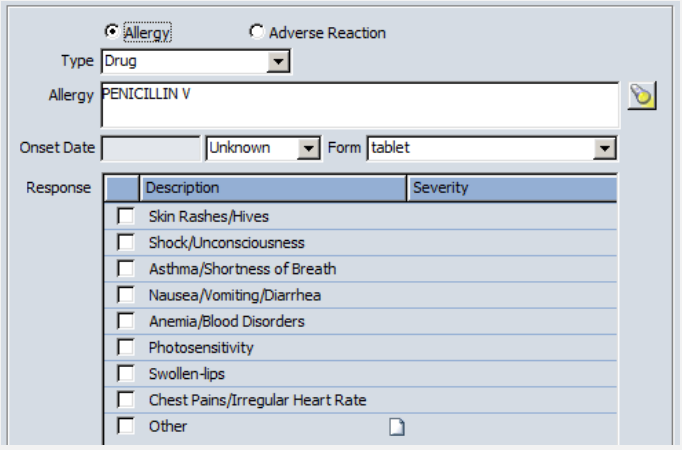
Highlight the drug you require from the list then select **OK** to add



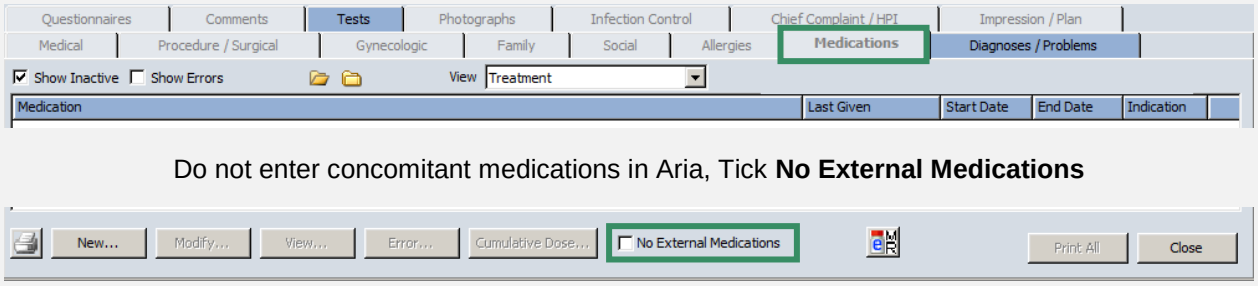
Tick the box(es) beside the correct reaction description then select the severity from the drop-down menu

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





OTHER MEDICATIONS
Patient History → Medications Tab

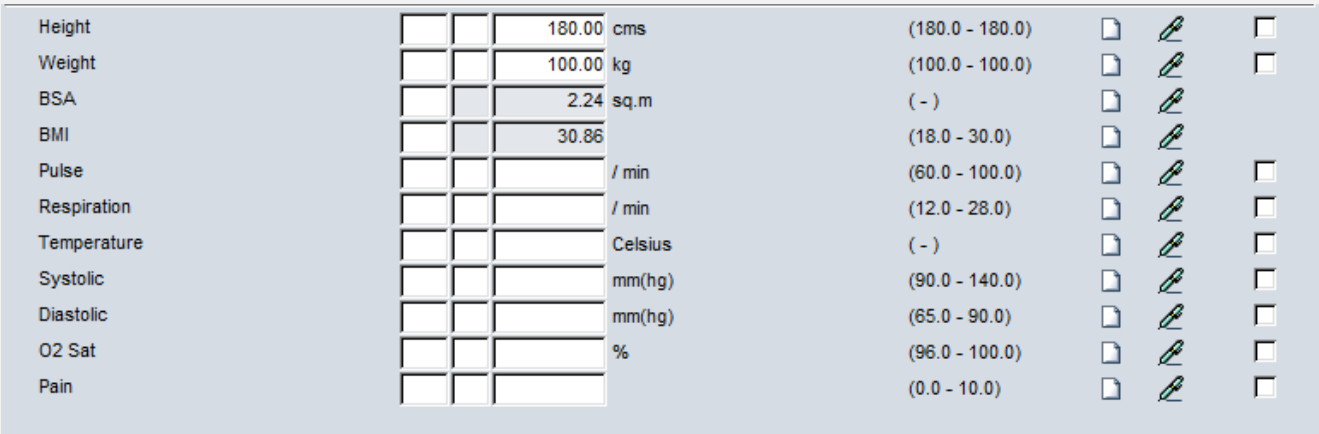


Do not enter concomitant medications in Aria, Tick **No External Medications**

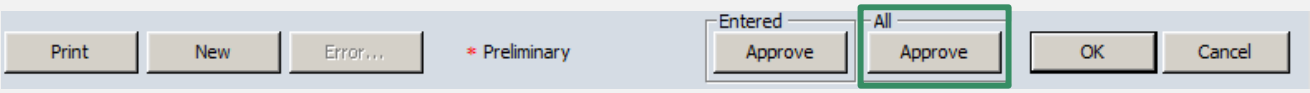
SECTION 3:
PATIENT VITAL SIGNS

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



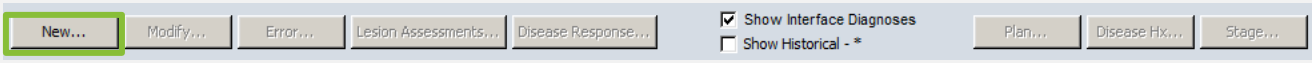
Select **All Approve** to complete



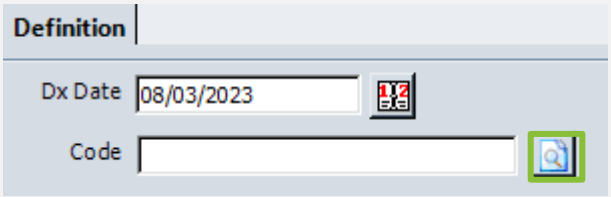
SECTION 4:
ENTER PATIENT DIAGNOSIS

ENTER DIAGNOSIS
Exam ➔ Diagnosis / Problems Tab

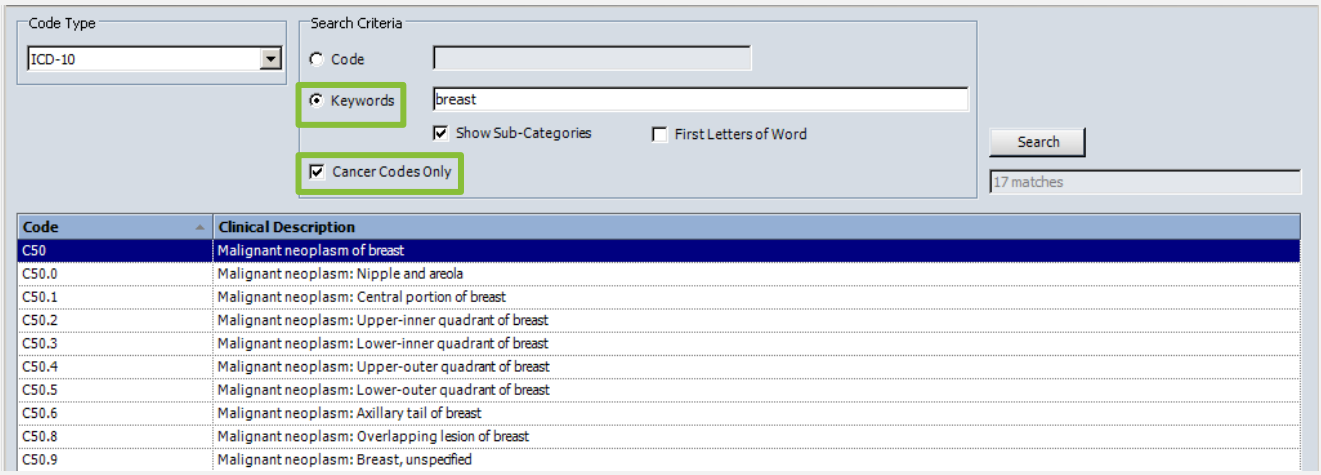
Select **New** to enter a diagnosis



Click on the magnifying glass to enter diagnosis

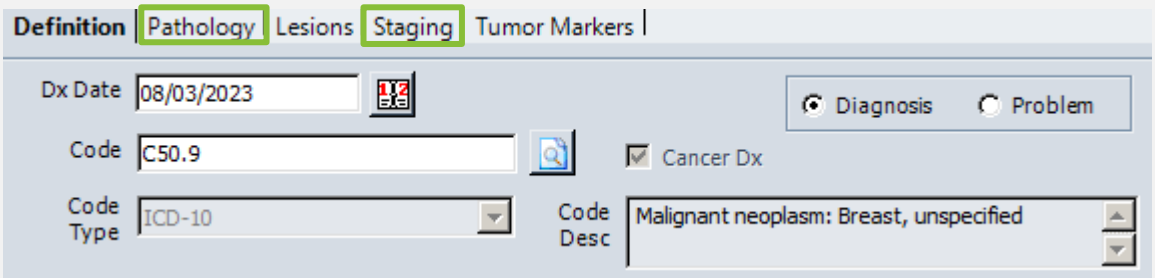


Check the **Keywords** and **Cancer Codes Only** boxes then enter the first few letters of the diagnosis.
All matching codes will populate the list below.

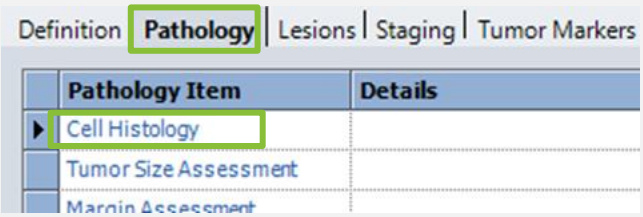


Select the appropriate clinical description from the list then **OK** to complete

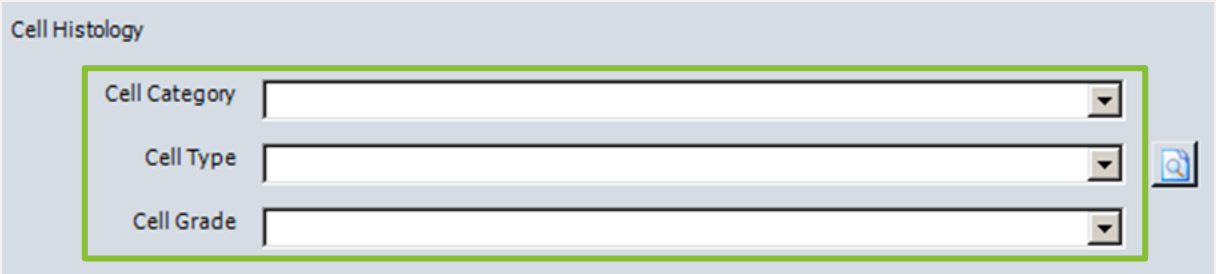
Once a diagnosis has been selected, further tabs appear. **Pathology** and **Staging** must be completed.



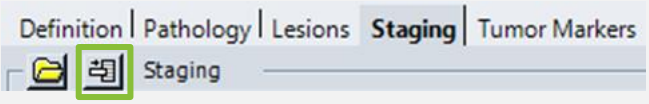
Select the **Pathology** tab then click on the words **Cell Histology**



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

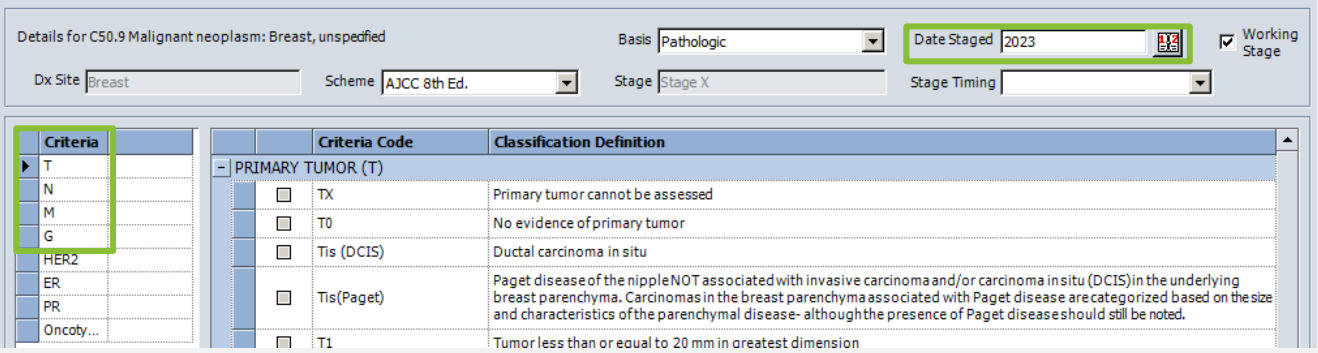


Select the **Staging** tab then click on the white symbol to the left of the word Staging

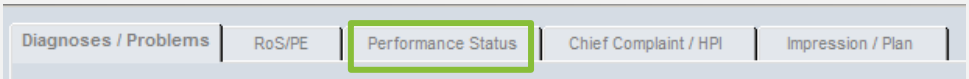


Click on the letter **T** to open up list of tumour classifications then check box for appropriate code. Follow this procedure for **N**, **M** and **G** classifications as appropriate. Other grading schemes are displayed as appropriate for the diagnosis but the process for adding the staging is the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

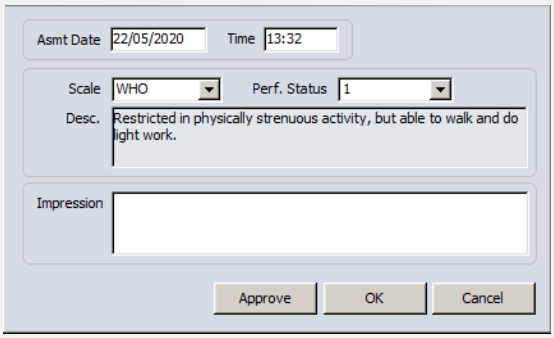
Select **Approve** to complete



Click on the **Performance Status** tab



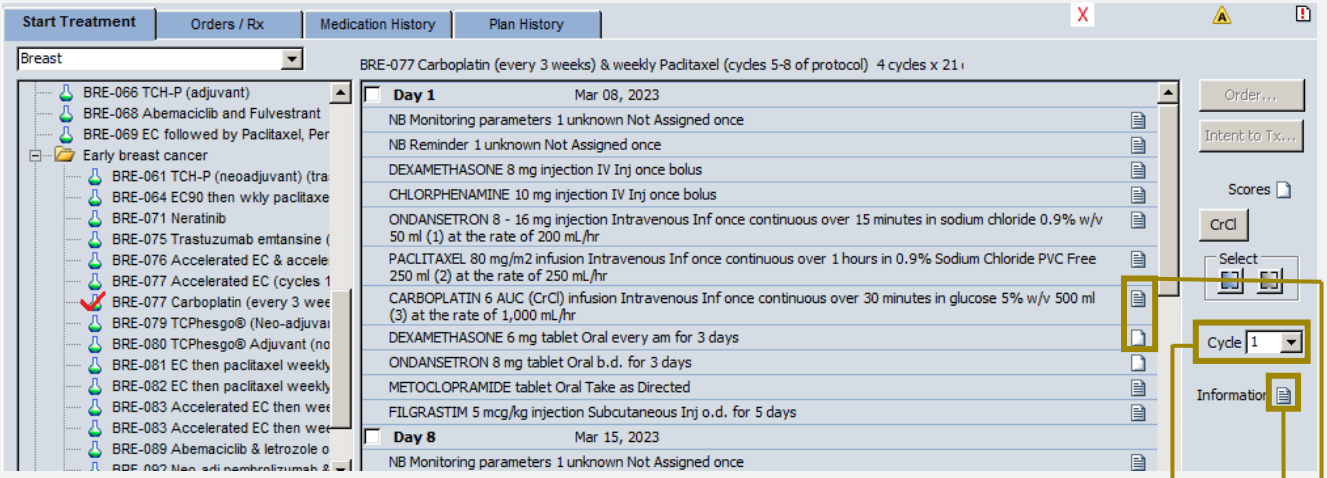
Select **Assess** then select the appropriate WHO performance status from the drop-down menu. Select **Approve** to complete



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.



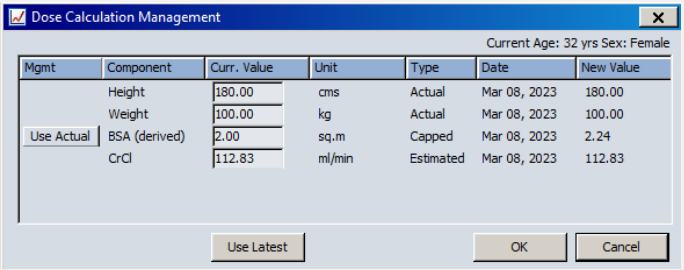
Change the number in the **Cycle** drop-down menu to start treatment at a cycle number other than 1. This is the only point at which the starting cycle number can be changed so ensure the correct cycle number is selected before proceeding.

Information lined paper contains the regimen summary

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

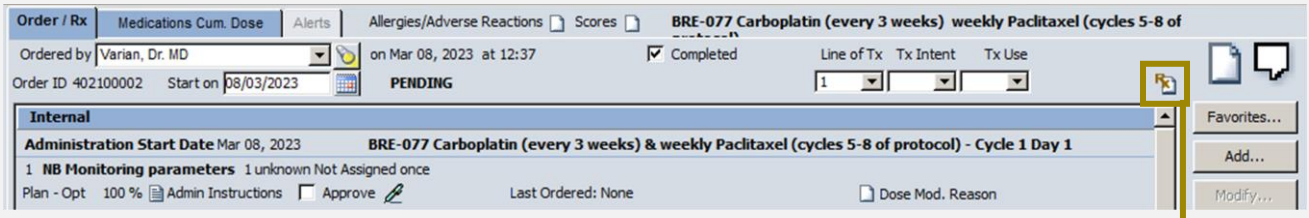
Plain paper is empty

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

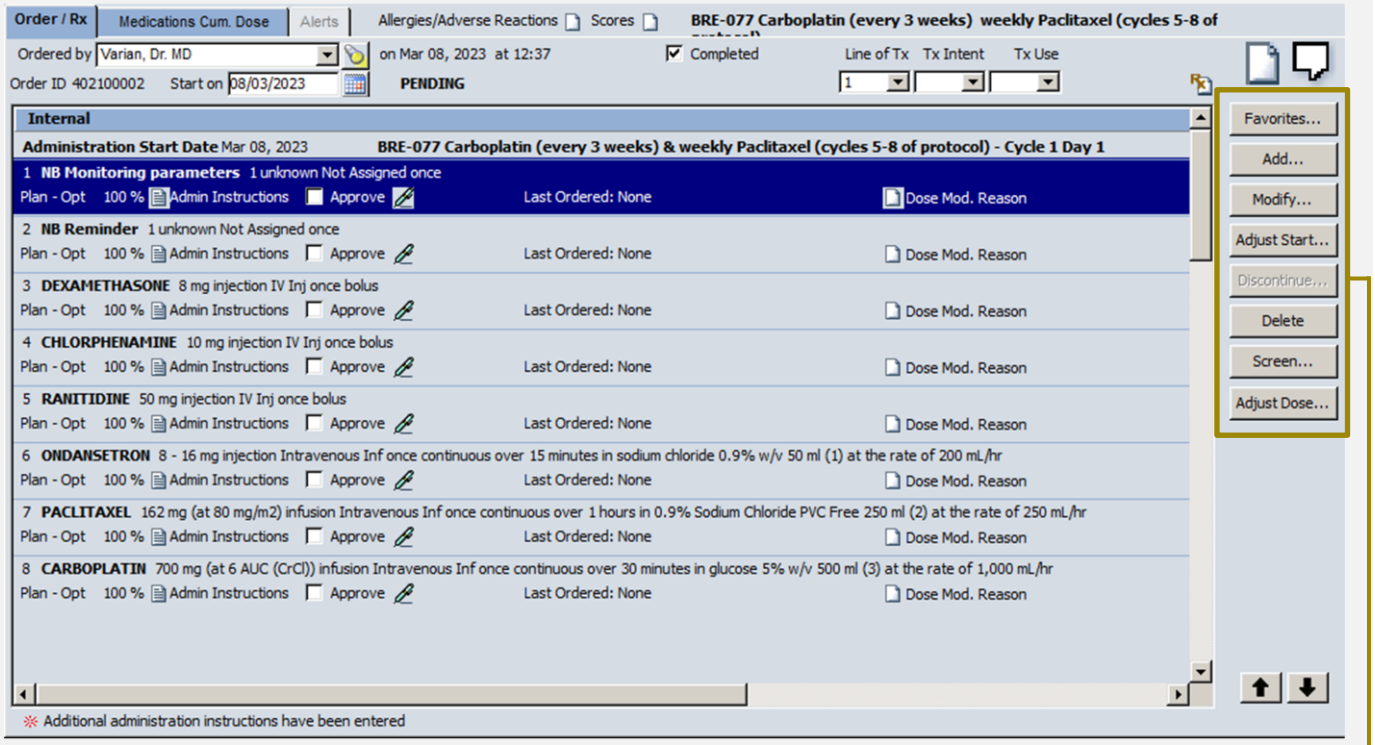


Select the golden Rx symbol to re-open the dose calculation management window.
When reviewing a prescription order, this box must not be used to check doses as once the order has been approved, the information contained within it will change as newer values become available

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

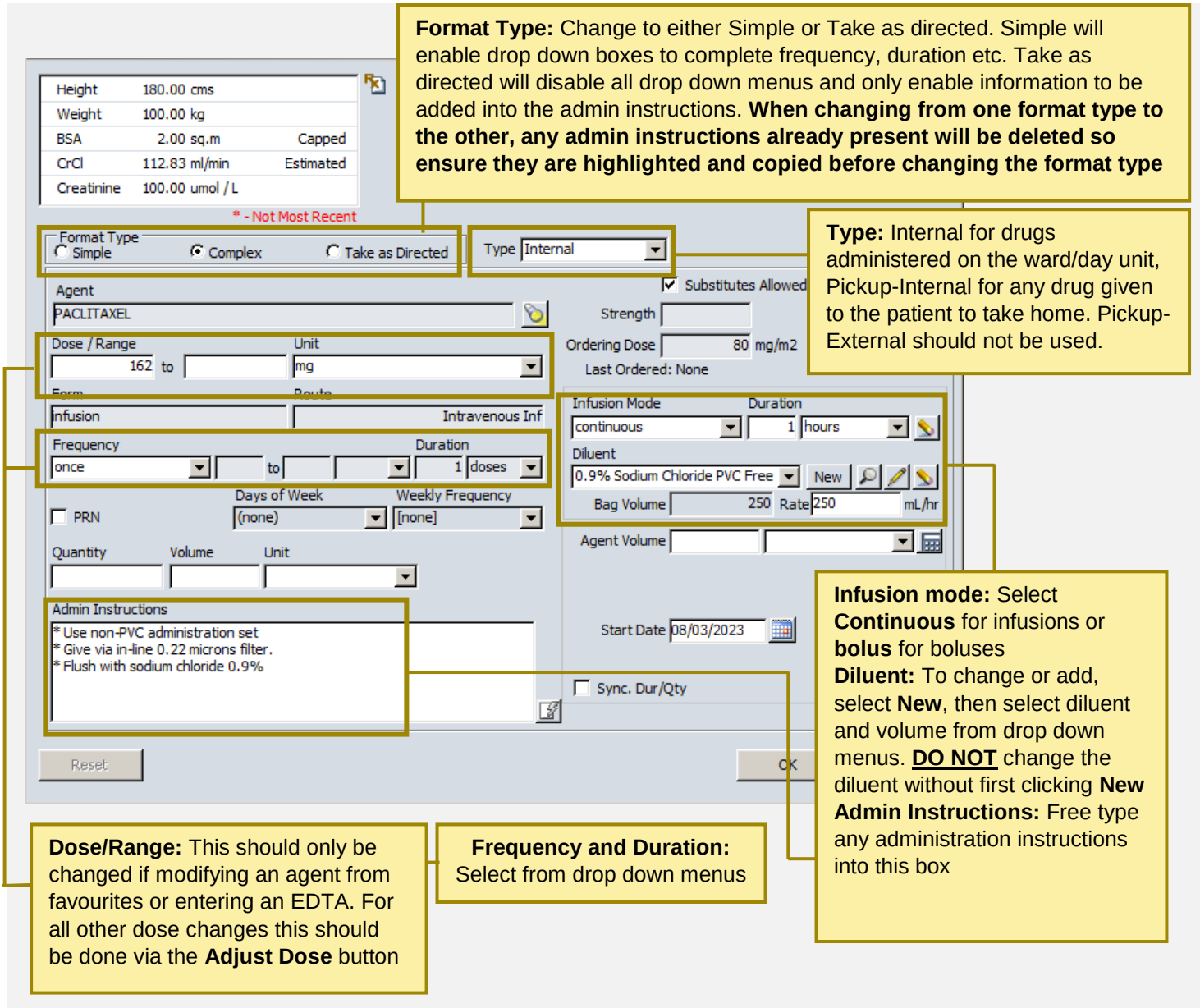
Delete: to delete a drug, select again to undelete (button toggles between the two actions)

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

Adjust Dose: to perform a dose adjustment

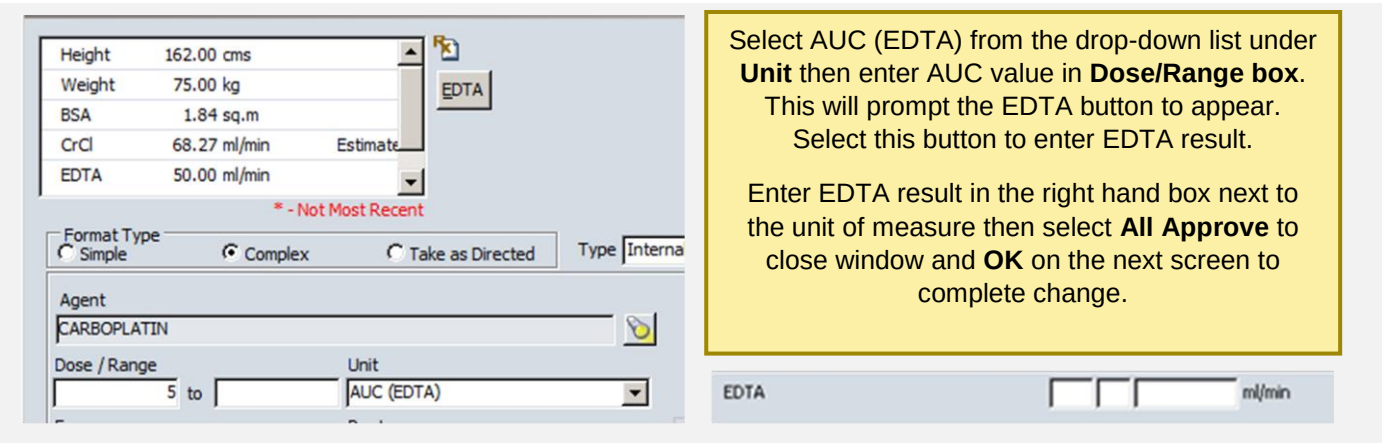
MODIFY A DRUG

Medications → Order/Rx → Modify



ENTER AN EDTA RESULT

Medications → Order/Rx → Highlight Carboplatin line → Modify

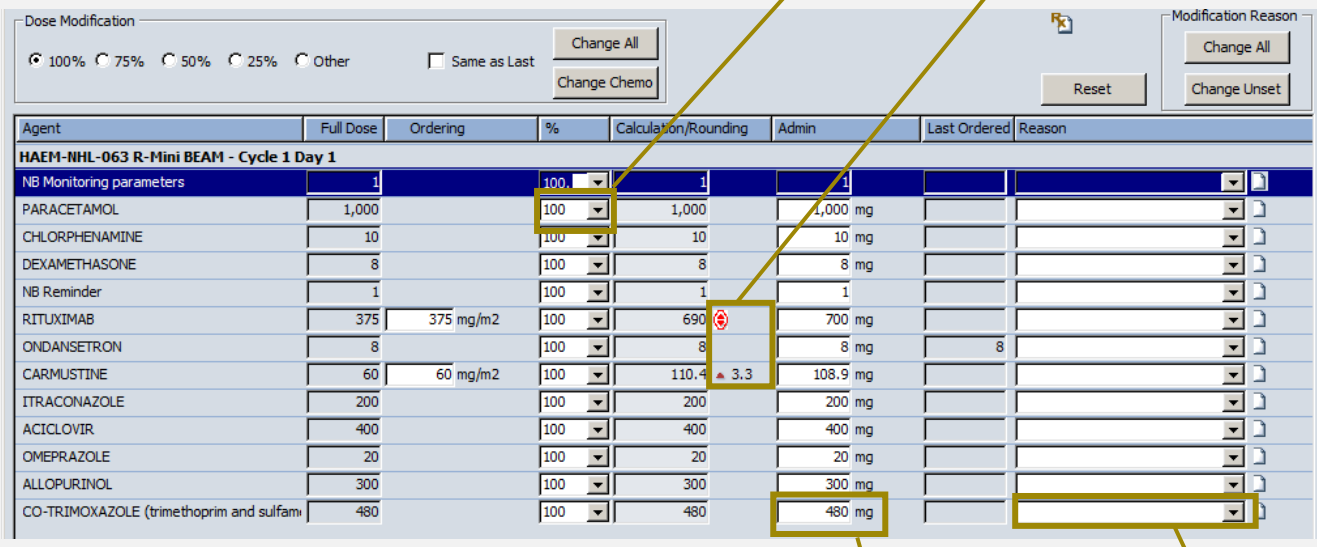


ADJUST DOSE

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.

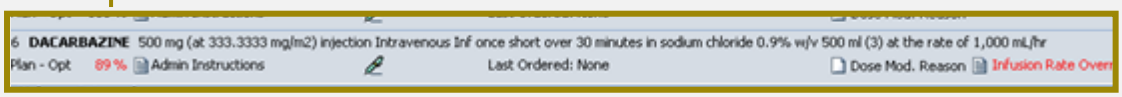
: The drug is dose-banded, click on the symbol to view the table
3.3 : The drug is rounded up to the nearest 3.3(mg)



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

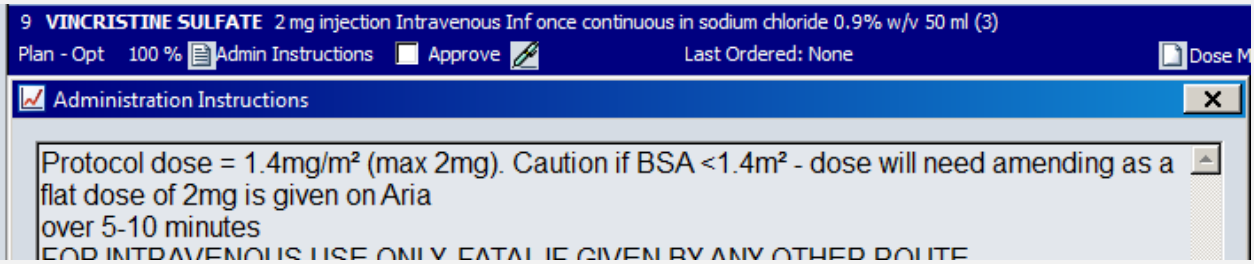
Select the reason for dose adjustment from drop-down list. Further detail can be documented in the note paper

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

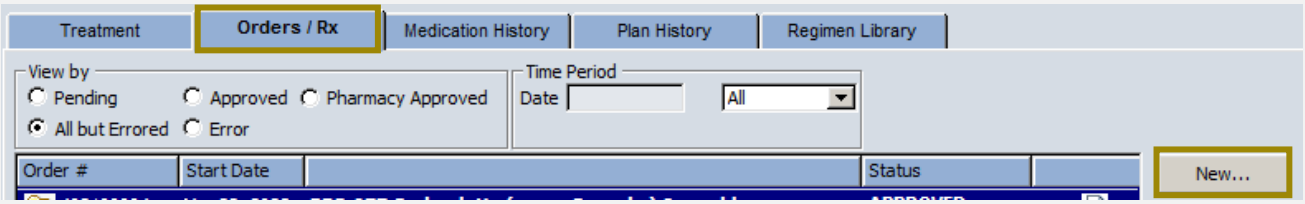
All Vincristine doses in regimens for adults are built as a flat dose of 2mg. For patients with a BSA of 1.4m² or less, or if a dose reduction is needed this will need to be amended via the **adjust dose** window. The original regimen standard dose calculation can be found in the admin details of the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



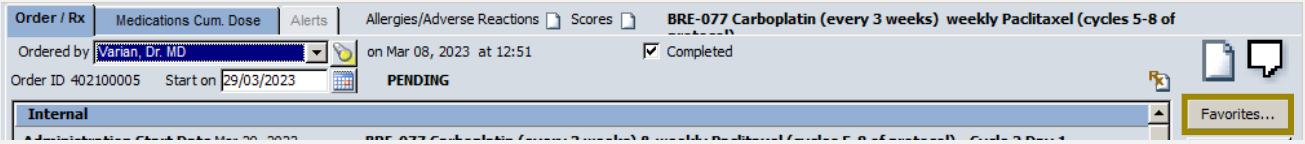
ADDING DRUGS TO A PRESCRIPTION
Medications window

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

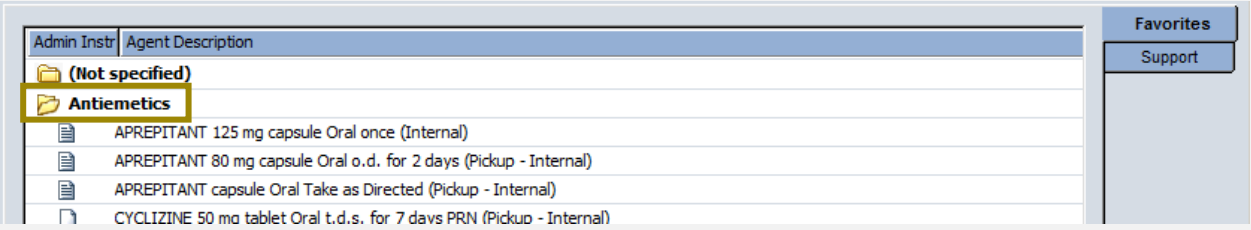
A: When prescribing as a stand-alone prescription
Select **New…** from the **Orders/Rx** tab



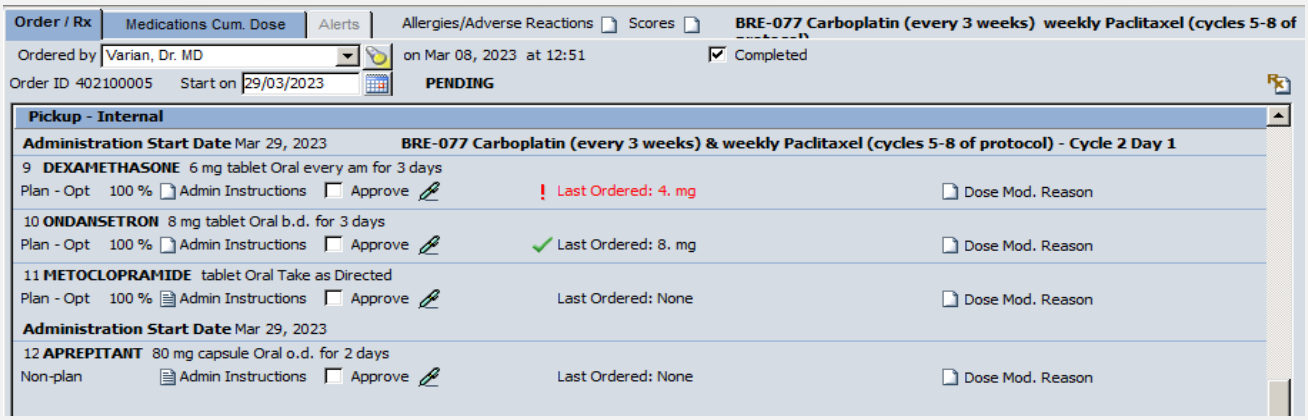
B: When prescribing a regimen at the same time
Complete the prescribers name (if not already completed) and the start date, then select **Favourites**. Without completing this information the Favourites button will not be enabled



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



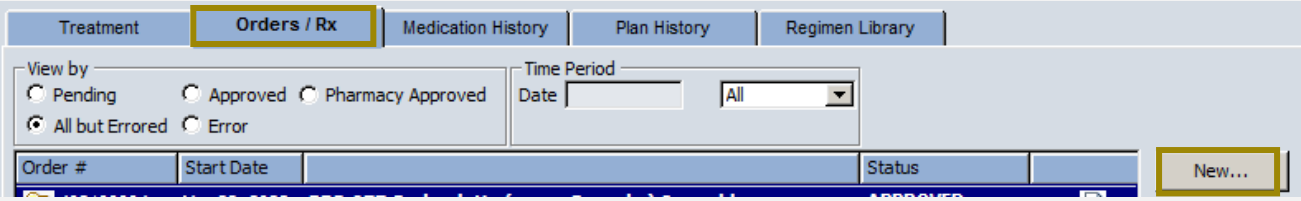
The added drug is now on the prescription. The sequence of drugs in the regimen is the order in which they will be administered so ensure added Internal drugs are positioned correctly on the order. To move a drug, highlight it by clicking on the line once then use the up and down arrows in the bottom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



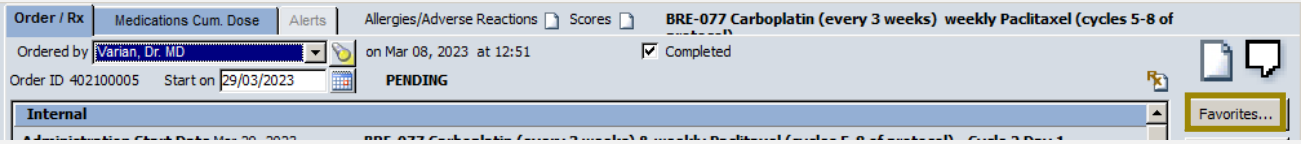
PRESCRIBING A SUPPORT REGIMEN
Medications window

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

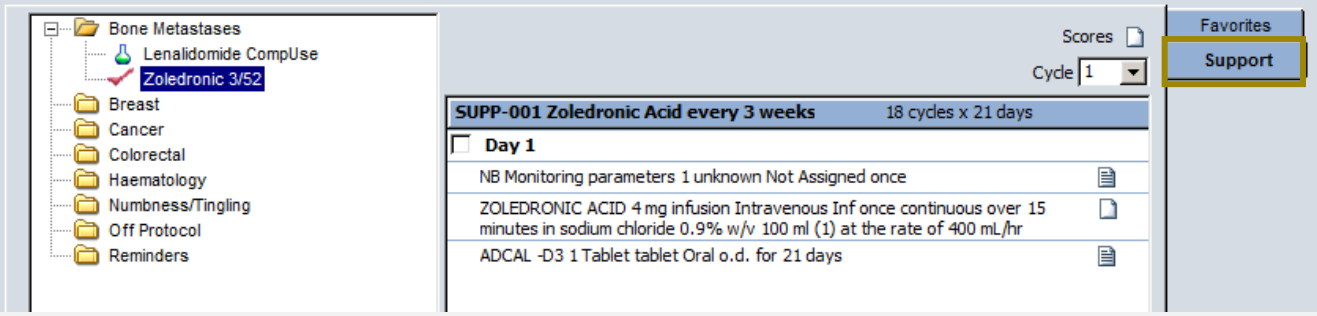
A: When prescribing as a stand-alone regimen
To add a drug, select **New…** from the **Orders/Rx** tab



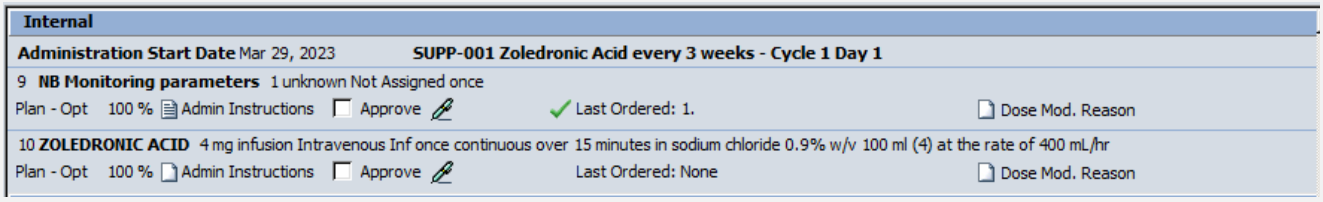
B: When prescribing another regimen at the same time
Complete the prescribers name and the start date then select **Favorites**.
NB: Without completing this information the Favorites button will not be enabled



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**.

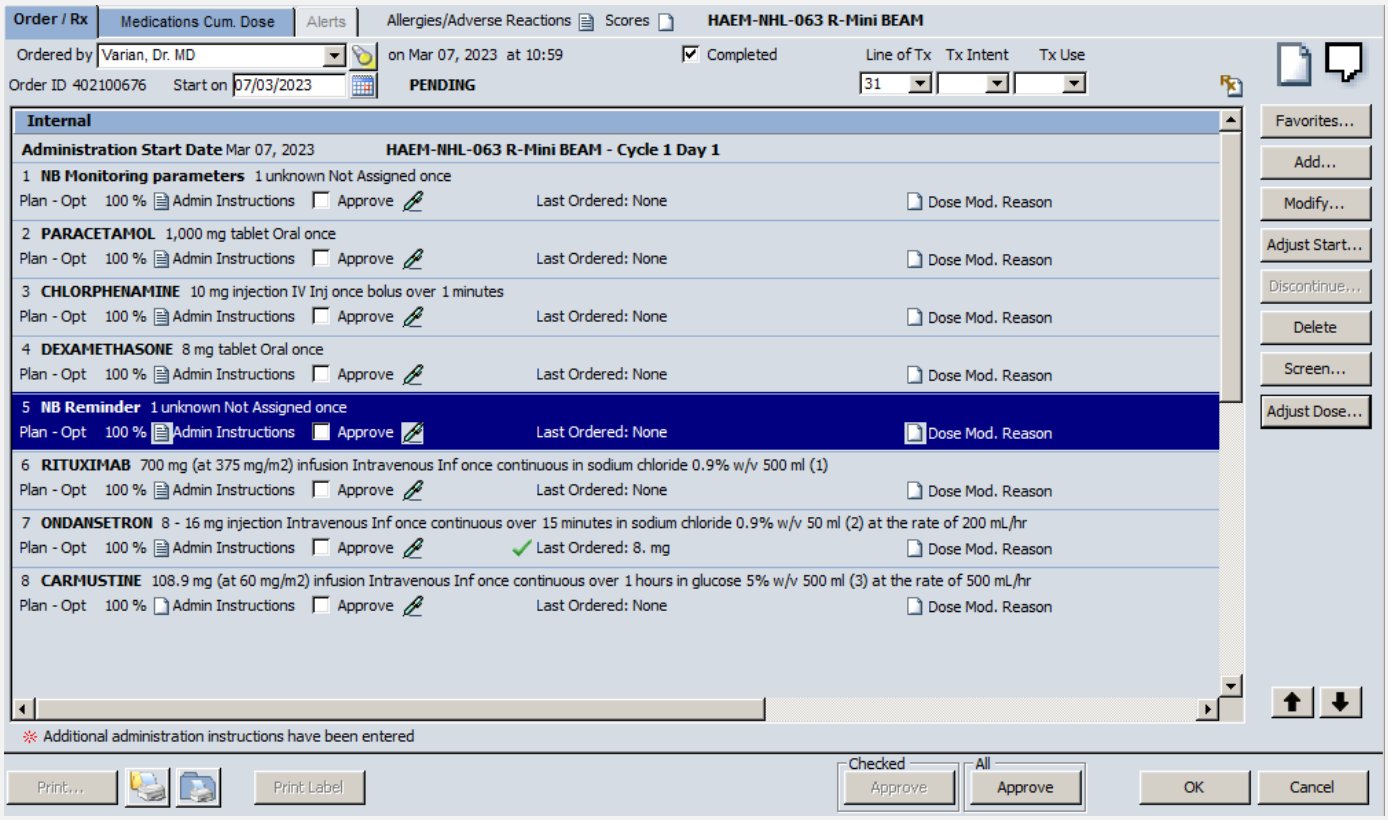


The support regimen is now on the **Orders/Rx** tab and can be amended and completed in the same way as a chemotherapy regimen.



REVIEWING THE ORDER OF ADMINISTRATION OF ADDED INTERNAL DRUGS

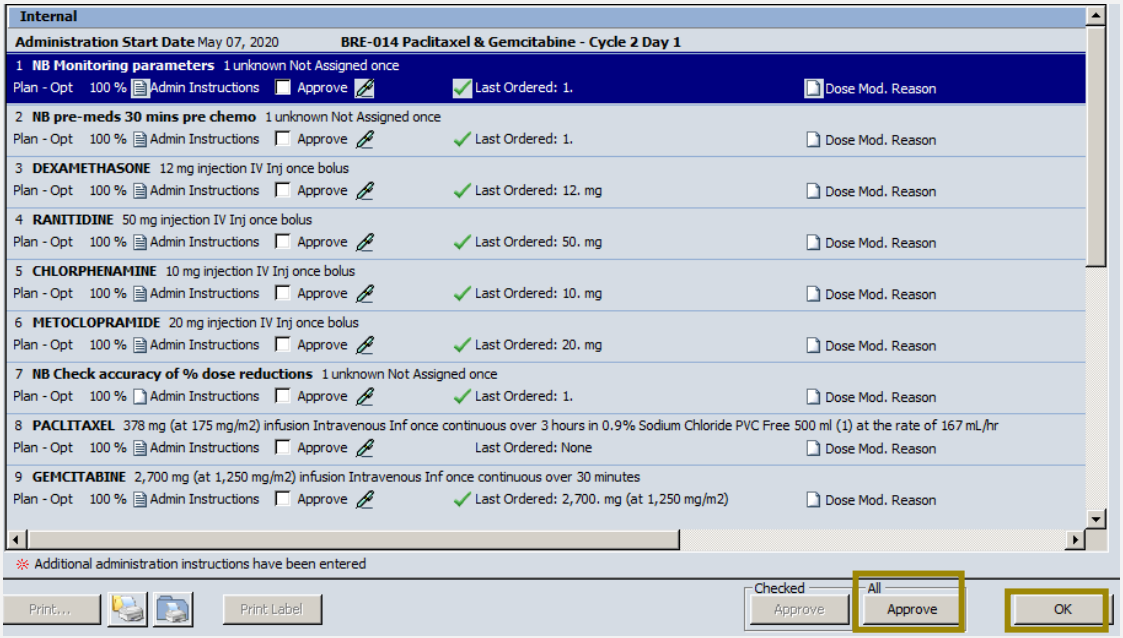
Added Internal drugs from either the favourites or a support regimen, will appear at the bottom of the selected day's list of Internal drugs when first prescribed, then at the top of the list of Internal drugs from the second order onwards. As the order that the drugs appear in on the prescription, is 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.



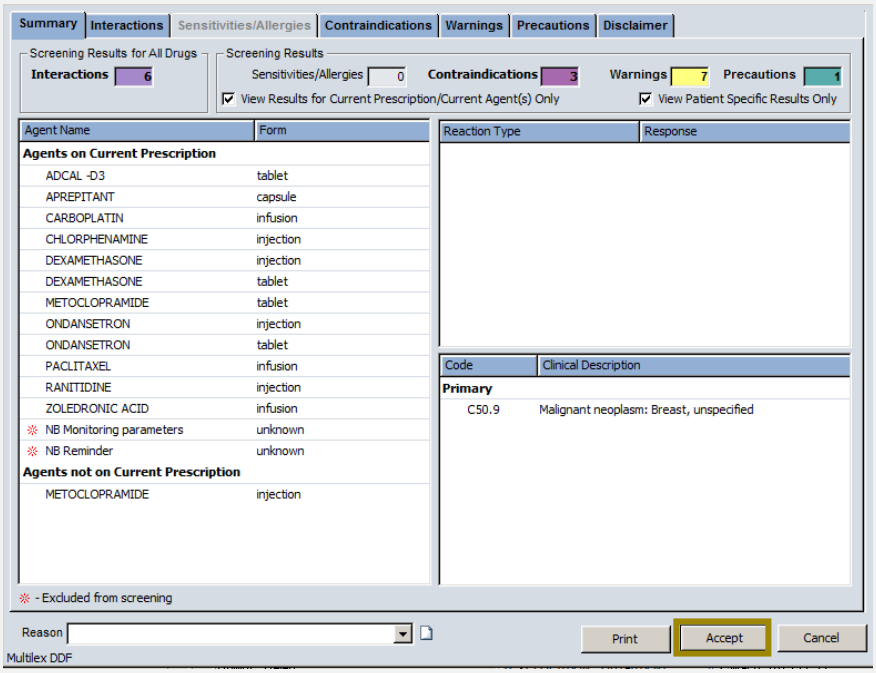
Pick-up Internal drugs need not be moved as they are not listed in administration order.

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.

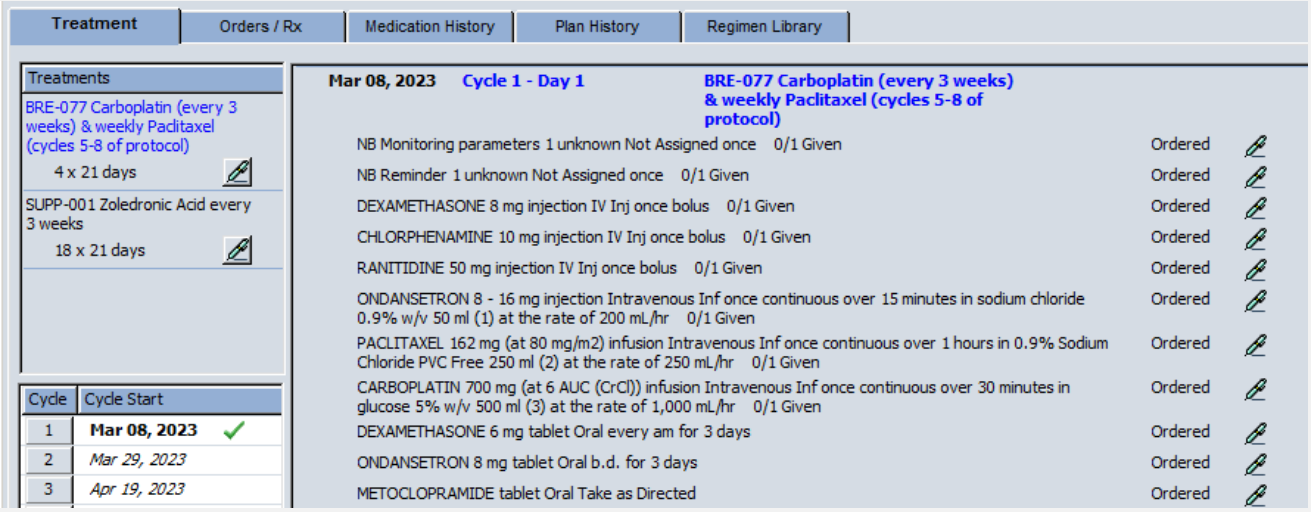


SECTION 6:
PRESCRIBED REGIMEN MAINTENANCE

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.

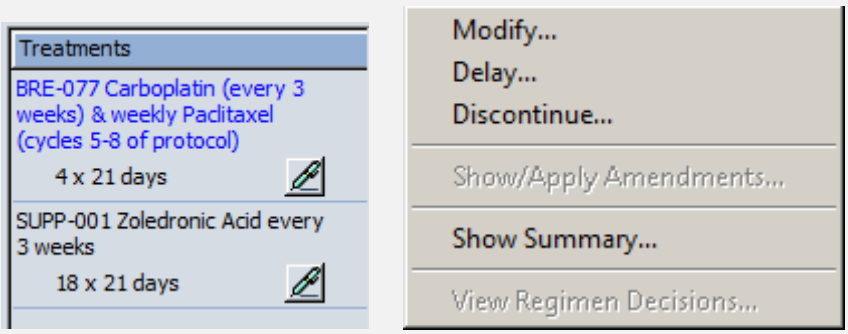
Status of Rx:
Ordered = Ordered and approved by prescriber
Pending = Pending completion by prescriber
Not Ordered = Not ordered



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

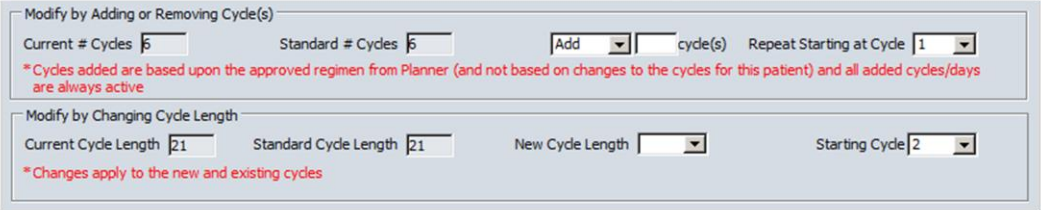


Modify: Add or remove cycles, change cycle length or inactivate days/cycles
Delay: Delay day or cycle of treatment
Discontinue: Discontinue regimen. Select to discontinue ONLY when all required doses have been administered
Show Summary: Displays details of the regimen including indication and treatment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

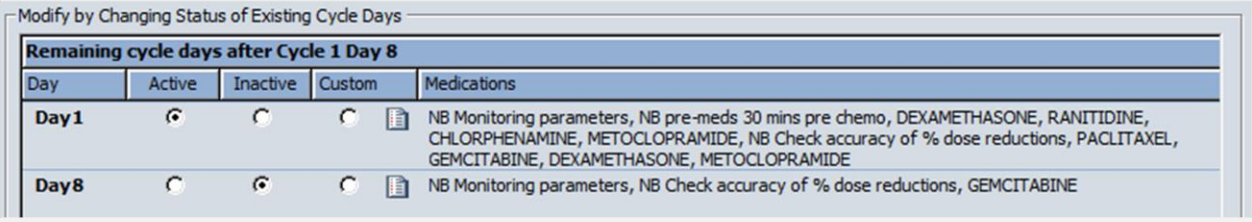
MODIFY REGIMEN

Medications → Treatment Tab → Green Pen → Modify

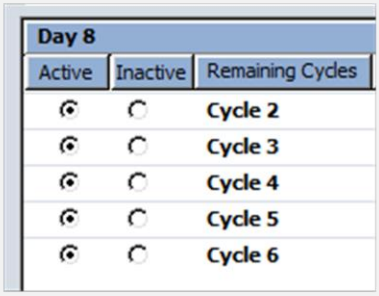
Cycles can be added or removed, or the cycle length can be changed.
To add cycles, always enter the number of the last cycle of the current prescription in the **repeat starting at cycle** box to ensure that the regimen is copied and continued from the current setup. Adding cycles from a different cycle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

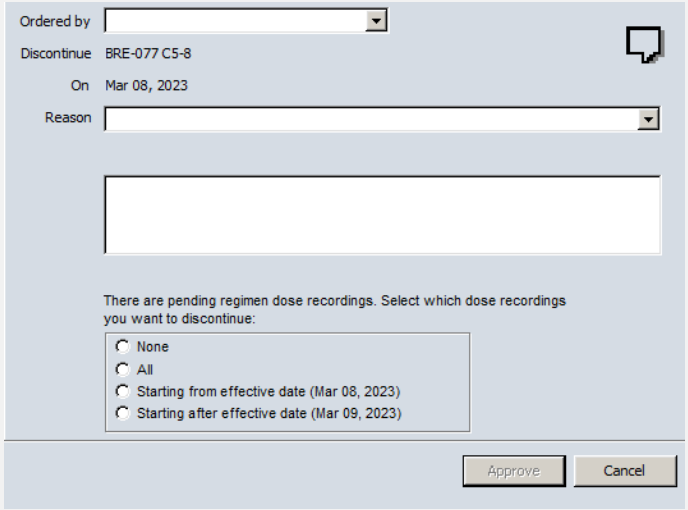


By selecting the '**Custom**' radio button on day 8 in the picture above, the window shown on the right will appear. This will allow you to inactivate day 8 of the regimen on selected cycles rather than all cycles.



DISCONTINUE REGIMEN

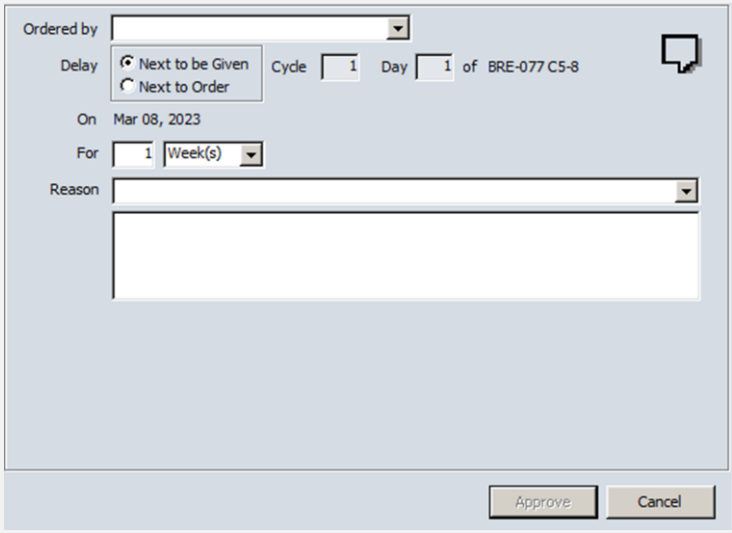
Medications → Treatment Tab → Green Pen → Discontinue



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

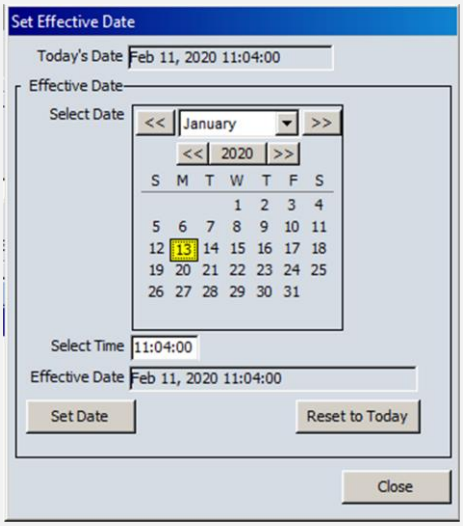
Enter duration of delay in number of days or weeks then select **Approve** to complete. To bring treatment forward, prefix number of days/weeks delay with a minus

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

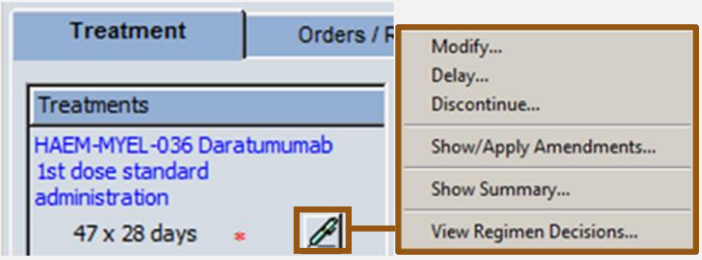
Jan 13, 2020 11:05 (past)

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.

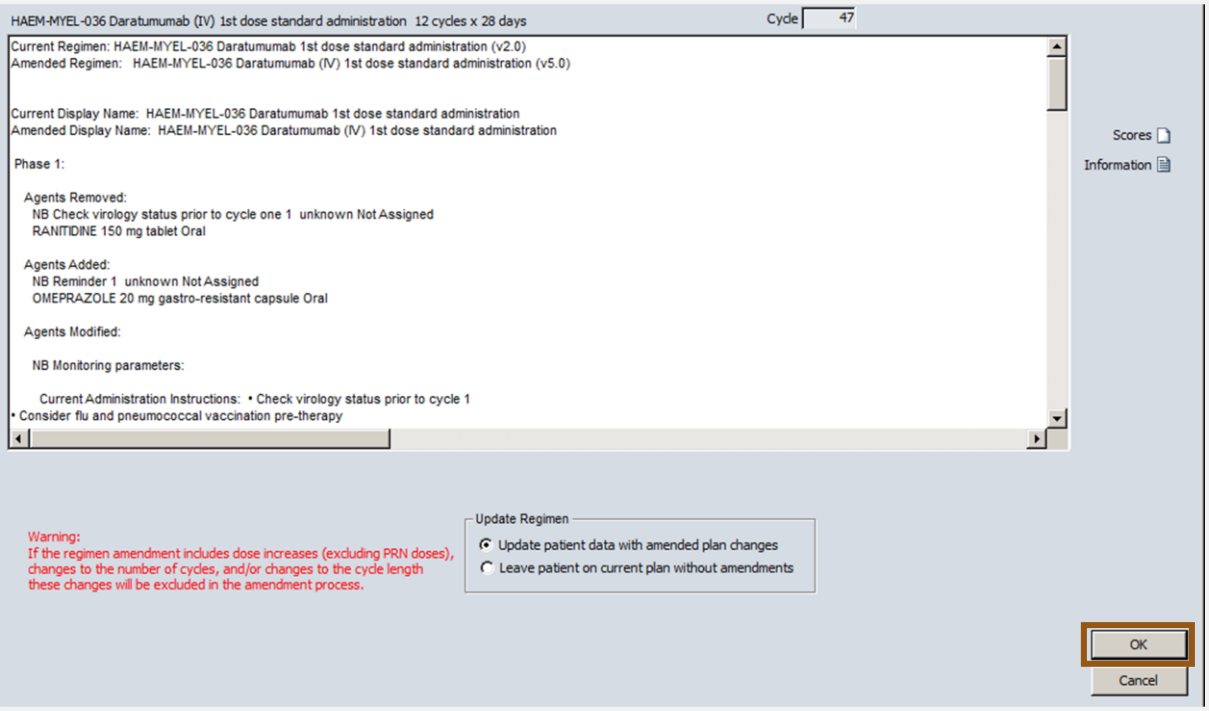
APPLY REGIMEN UPDATES

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.

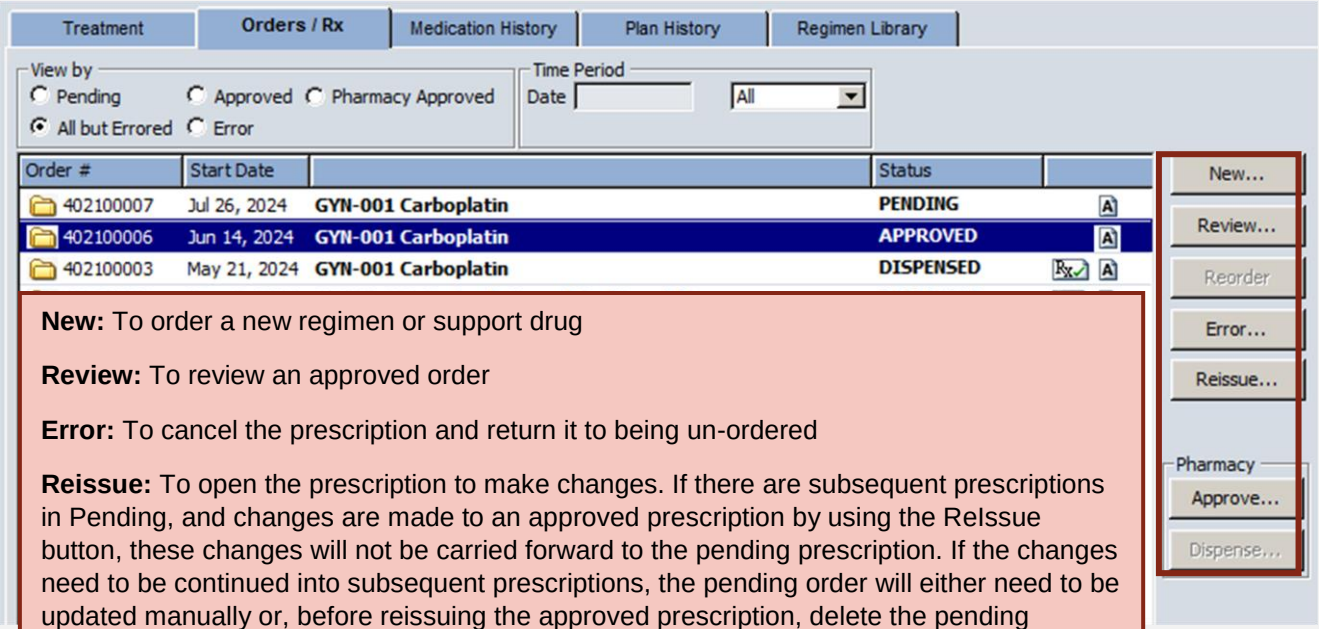


If dose changes were made on the regimen before applying the updated regimen, ensure these have been carried forward.

SECTION 7:
PHARMACY APPROVE AND DISPENSE PRESCRIPTION

REVIEW PRESCRIPTION
Medications → Orders/Rx tab

Prescription statuses:
Approved: Approved by prescriber, **Pending**: Awaiting prescriber's approval,
Dispensed: Dispensed by pharmacy



New: To order a new regimen or support drug

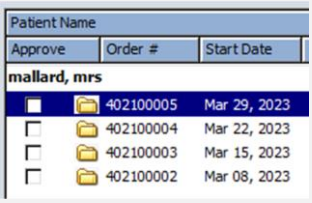
Review: To review an approved order

Error: To cancel the prescription and return it to being un-ordered

Reissue: To open the prescription to make changes. If there are subsequent prescriptions in Pending, and changes are made to an approved prescription by using the ReIssue button, these changes will not be carried forward to the pending prescription. If the changes need to be continued into subsequent prescriptions, the pending order will either need to be updated manually or, before reissuing the approved prescription, delete the pending prescription then re-order once changes have been applied to the prescription being changed. If the button is greyed out and you would usually have access to this button, then pharmacy have locked the prescription as they have begun processing it. Contact pharmacy before proceeding

Approve: To pharmacy approve the order. Continued below

Dispense*:* Button only enabled if order is pharmacy approved



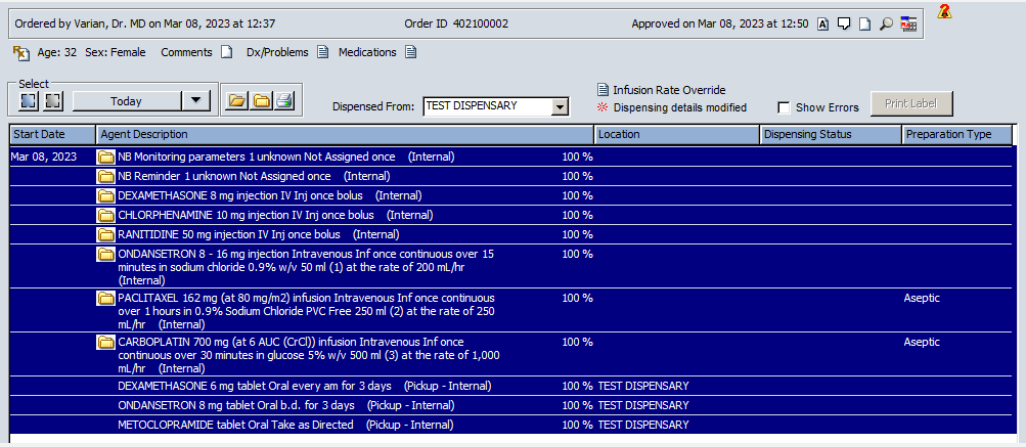
Click on the folder to expand it and view detail of prescription. When happy to proceed, check box by relevant date line and click **Checked Approve**

The prescription has been approved as indicated by
Select **Dispense** to proceed with releasing process. Dispense...

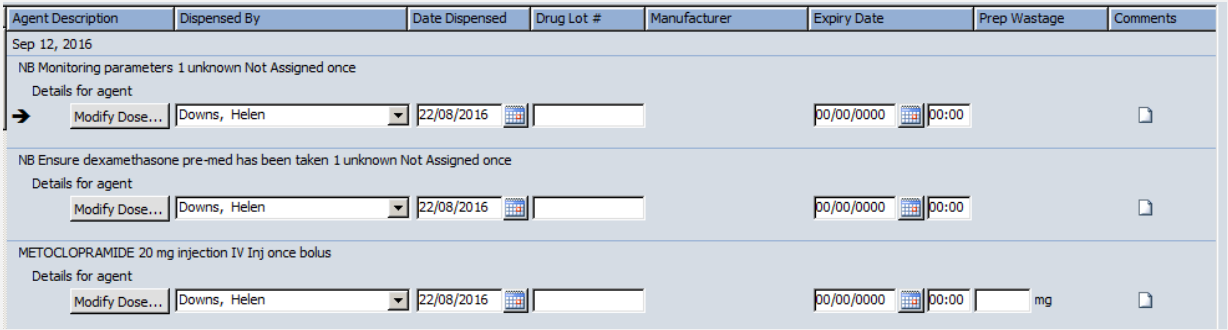
DISPENSE PRESCRIPTION

Medications → Orders/Rx tab → Dispense

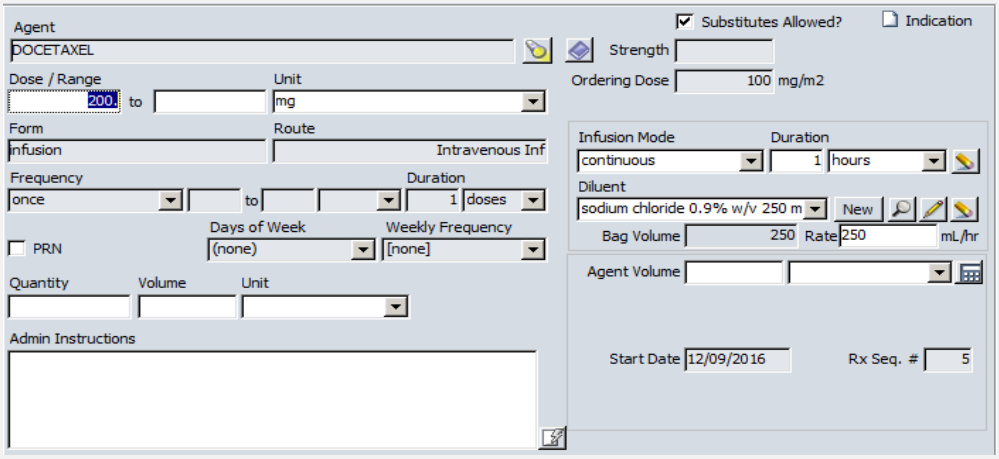
To dispense the order, click to select each item individually or use the blue and grey boxes to select or unselect all



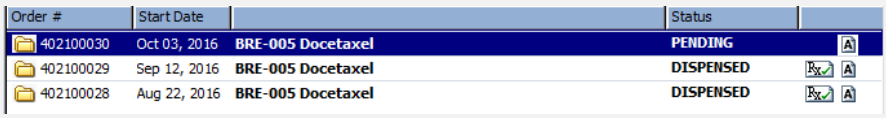
Select **Approve** to complete as prescribed or **Modify Dose** against the drug you wish to amend



Modify the drug as necessary.
Any changes made will not change the prescription or carry forward into subsequent cycles but will show as a change and will show on the drug admin windows, see main user guide for details.



The order now shows as **DISPENSED** by pharmacy



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		

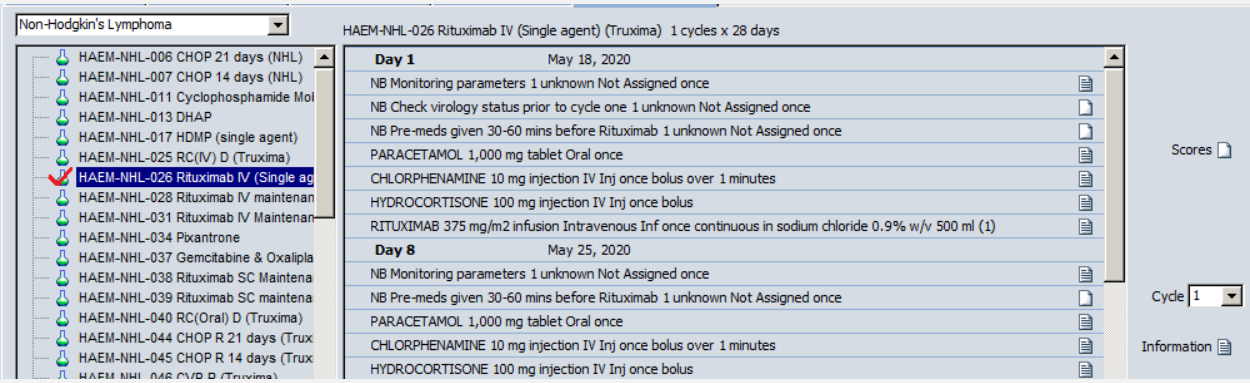
PLAN HISTORY
Medications → Plan History Tab

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			
Tx Use: 27641			**Last Amendment Accepted:** v1.0
Line of Tx: 14			
HAEM-MYEL-037 Daratumumab, bortezomib (sc) & de:	Apr 28, 2020	May 4, 2020	Malignant neoplasm of ovary - C56
Hx **Tx Intent:** 27646			
Tx Use: 27641			
Line of Tx: 14			

REGIMEN LIBRARY
Medications → Regimen Library Tab

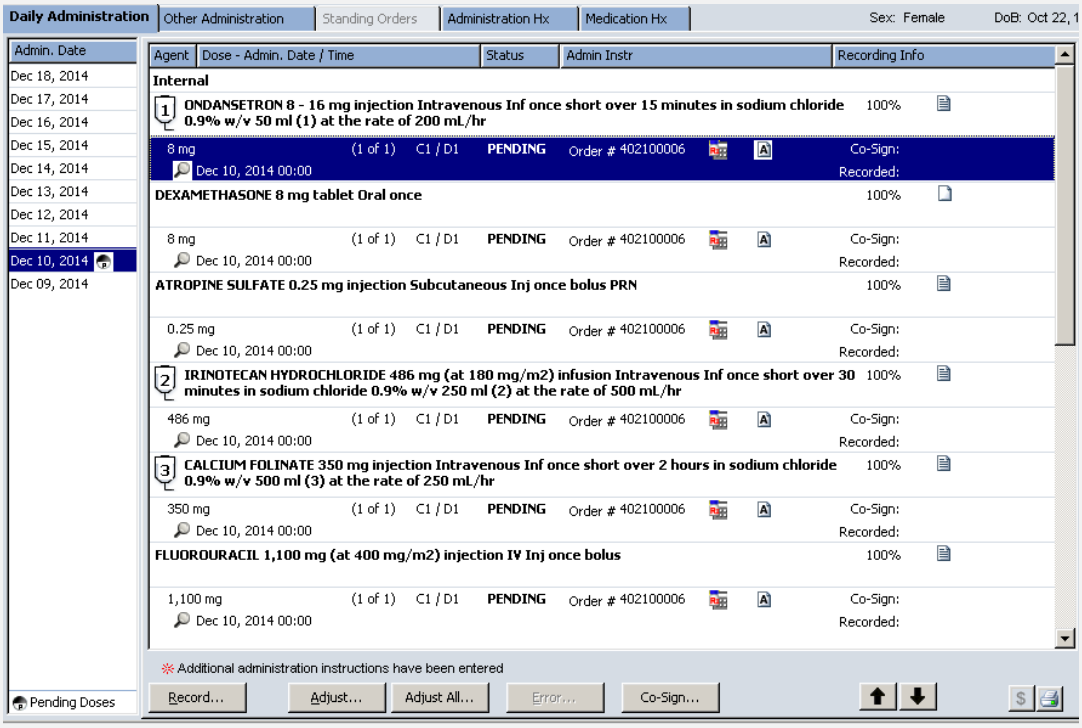
Prior to completing the first cycle of a regimen, the **Start Treatment** tab can be used to view available approved regimens, listed within their tumour site folders. Once a regimen cycle has been approved, the Start Treatment tab became the **Treatment** tab with details of the prescribed regimen only 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:
DRUG ADMINISTRATION

DRUG ADMINISTRATION – DRUGS MARKED INTERNAL
Drug Administration → Daily Administration Tab

The **Daily Administration** tab shows all drugs that should be administered within the ward/department and are therefore defined as 'Internal'' on the prescription. They are listed in administration order. Ensure the correct administration date is selected from the left. All entries for the selected day should be completed, including NB notes, by either recording them as having been administered or by marking them as not given. This will result in an empty screen for the selected day.



Record: Click once on drug to highlight then click to record drug administration details

Adjust: Adjusts the administration date of the selected drug

Adjust All: Adjusts the administration date of all drugs due

Co-Sign: Click to record co-sign of drug. Co-signee will then need to enter username and password. Hold shift and click on each drug to be co-signed to acknowledge co-sign for numerous drugs

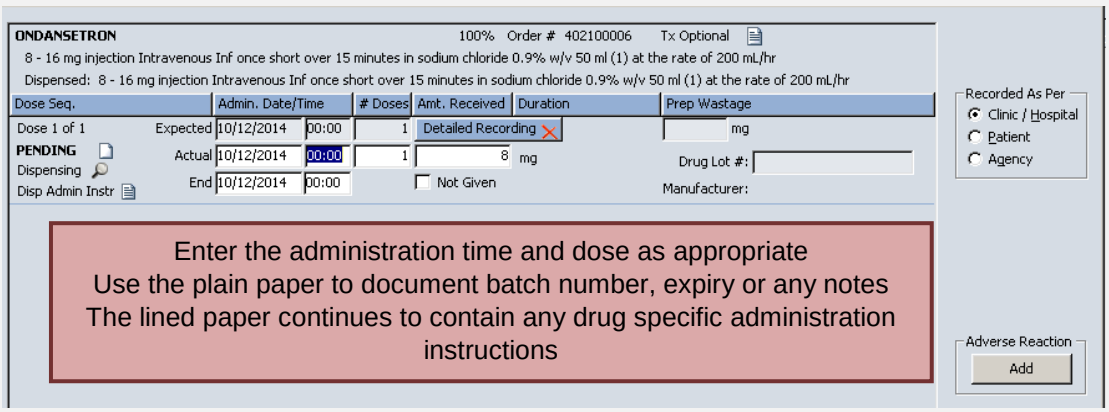
Lined paper contains administration instructions, click to view

R in a yellow triangle indicates a previous reaction to the prescribed drug, Click to view

DOSE RECORDING

Drug Administration → Daily Administration Tab → Record

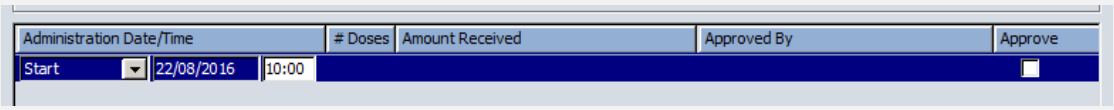
The top line displays what the prescriber ordered and the bottom line, what the pharmacy supplied. In most cases these will match but sometimes pharmacy may have made a change and they will differ e.g. change of diluent (see page 23).



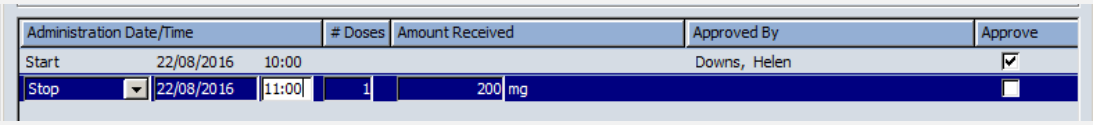
Detailed Recording

For SACT infusions, select **Detailed Recording** to enable start and stop time details to be recorded

Enter a start time then select **Approve All** then **OK** to record but still leave item '**Active**' to allow a stop time to be entered



Second nurse should follow the same process for entering a stop time then select **Approve All** then **Approve** at the admin screen to complete. This will then record at which stage each nurse was involved

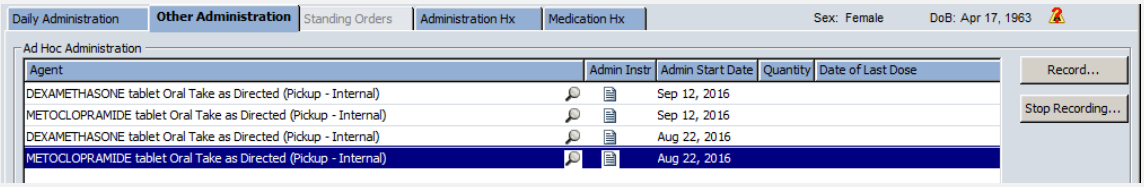


DRUG ADMINISTRATION – DRUGS MARKED PICK-UP INTERNAL

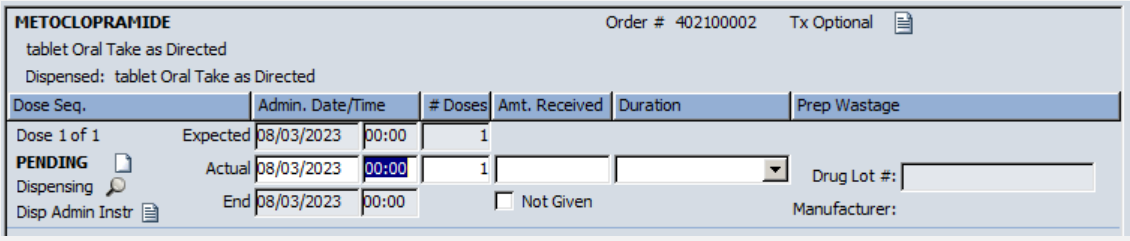
Drug Administration → Other Administration Tab

DO NOT COMPLETE OTHER ADMINISTRATION UNTIL COMPLETION OF DAILY ADMINISTRATION. Once recordings have been made against drugs on the 'Other administration' tab, the prescription cannot be amended e.g. to delay prescription following treatment failure

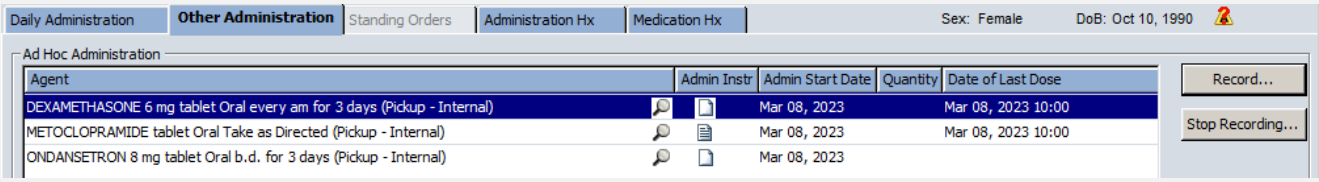
The **Other administration** tab shows all drugs to be given to the patient to take home. Should a subsequent day or cycle be ordered this will be listed at the top of the screen. Care should be taken to ensure the correct date is selected for each drug. To document issue of drug to the patient, highlight the line then select ***Record…***



Record in the same way as for items on the **Daily Administration** tab



Once an item had been recorded, it must be removed from the screen to ensure no further dose recordings are made against it. Highlight the relevant item then select **Stop Recording**. On the following screen select **Yes**.

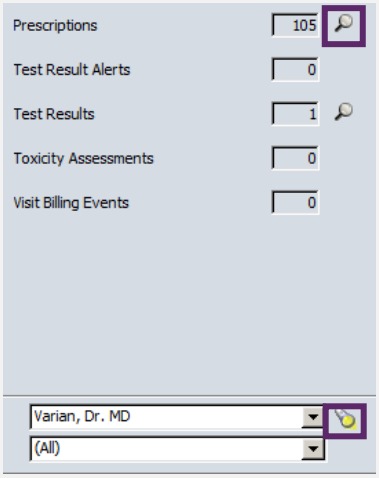


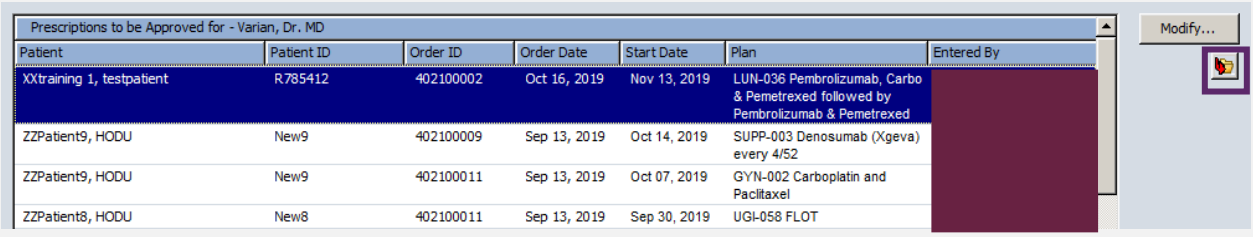
SECTION 9:
PRESCRIBER WORK-LIST

Provider Approval → Prescriptions

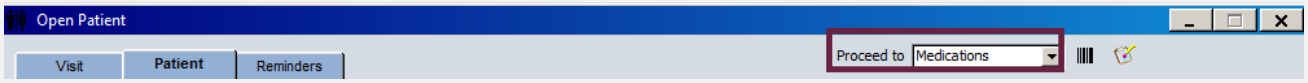
The **Provider Approval List** shows all prescriptions left Pending by prescriber. All prescribers can view and action any other prescriber's list. Registrars should leave prescriptions pending under the consultant name, not their own.

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.

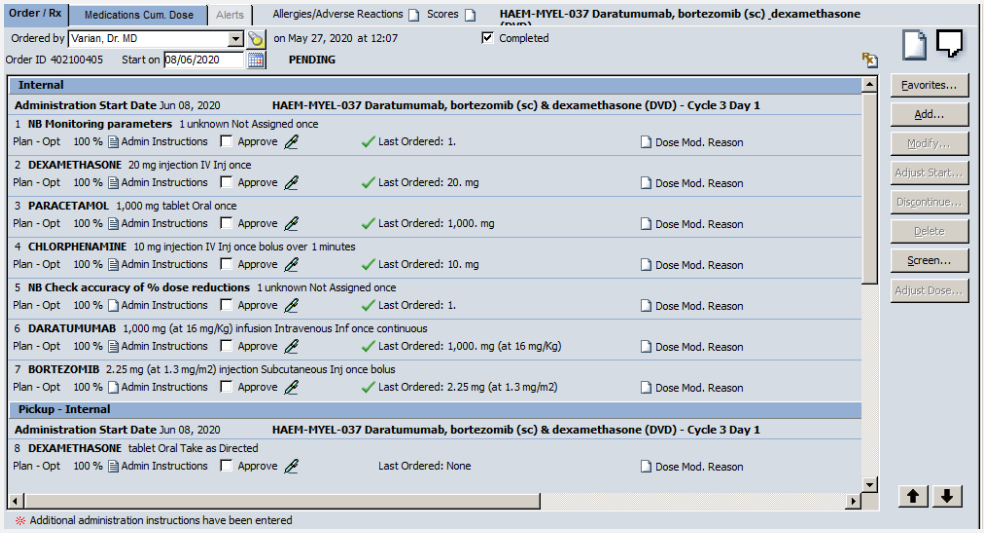




The list can be sorted by clicking on the column titles. This will sort them by Patient surname (A-Z or Z-A) or Start date (prescription start date). Select the prescription required by clicking once then select the folder icon to open the patient record. By selecting **Medications** in the **Proceed 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.

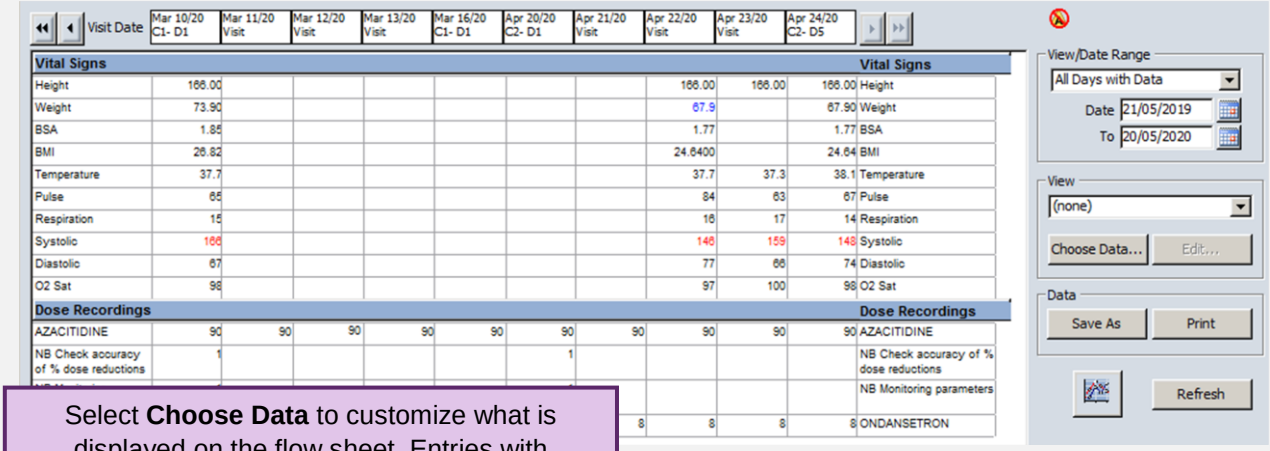


The prescription can then be reviewed and amended as required before approving. Once approved, remember to put the next cycle back into Pending under the consultant's name

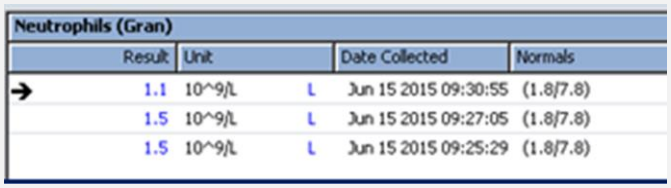
SECTION 10:
FLOW SHEET

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



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.



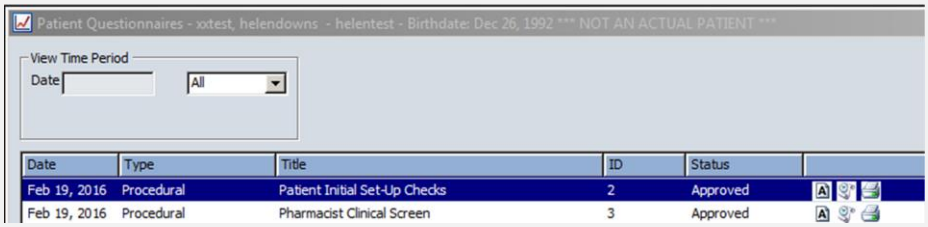
SECTION 11:
ARIA DOCUMENTATION

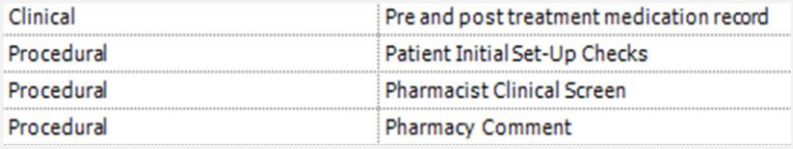
QUESTIONNAIRES
Assessments → Questionnaires

Questionnaires are patient specific so can only be opened from within the patient record. The window will open with **Today** selected in the drop-down menu. Select **All** to view all questionnaires completed for the patient

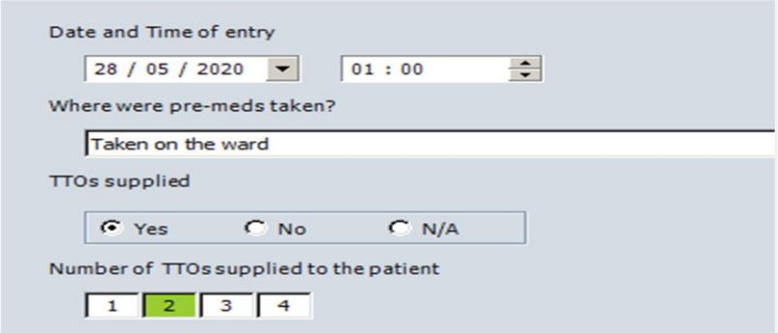
Highlight the required questionnaire then select **View** to open or **Error** to delete it. To start a new questionnaire, select **New**, select a questionnaire from the list then **OK** to open.

To view errored questionnaires, check the '**Show errors'** box



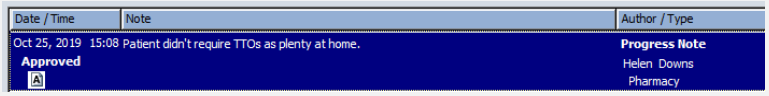


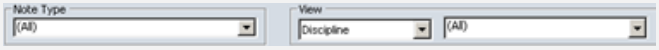
Complete the questionnaire as appropriate then select **Approve** to complete or **OK** to save part-completed details to return to later.



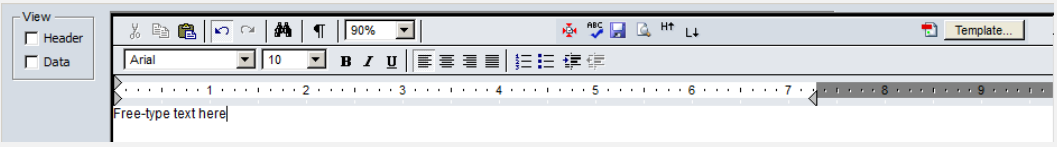
NOTES

Existing notes are listed in date order. Highlight note and select **View** to open. Select **Error** to delete. To view errored Notes, check the **Show errors** box.





Use the filters at the bottom of the screen to show by note type and author type

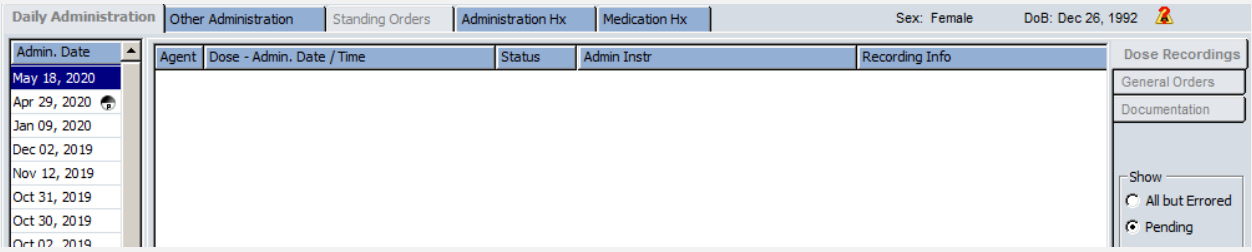


Select **New** to start a new note. If note templates are available, they will be shown on a pop-up window for selection. Select to choose a template or select **Cancel** to start a blank note. Complete the note as a free-text document then select **OK** to save but return to later or **Approve** to complete

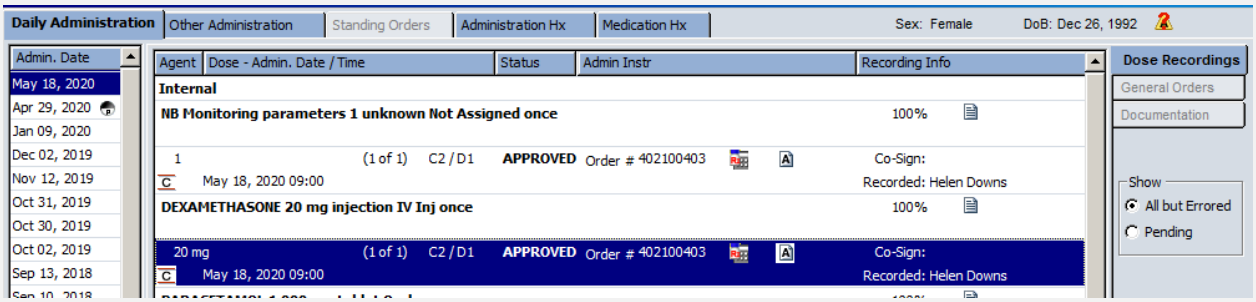
SECTION 12:
REVERSE FUNCTIONS

DRUG ADMINISTRATION – DOSE RECORDING – ERROR

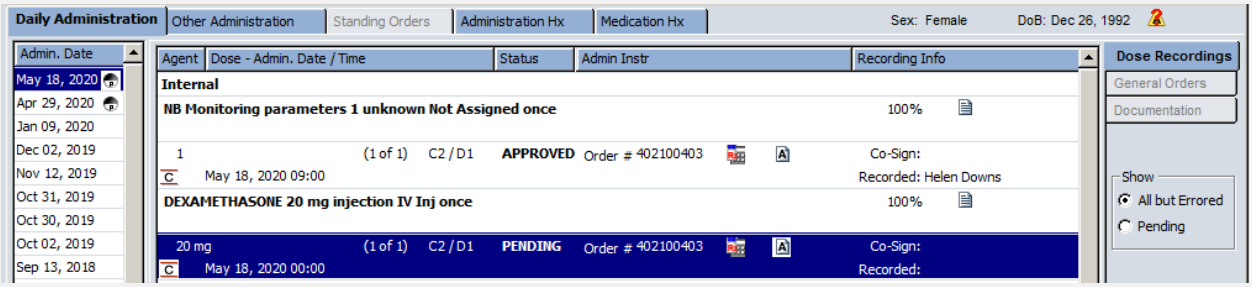
On the Daily administration tab, drugs whose dose recordings have been completed will not be listed and if all the internal drugs have been administered, the whole panel will be empty. To recall the drugs, check the **All but errored** radio button on the right.



Click once on the bottom administration line of the drug you required, then select '**Error'** then '**Yes'** to the pop-up window.

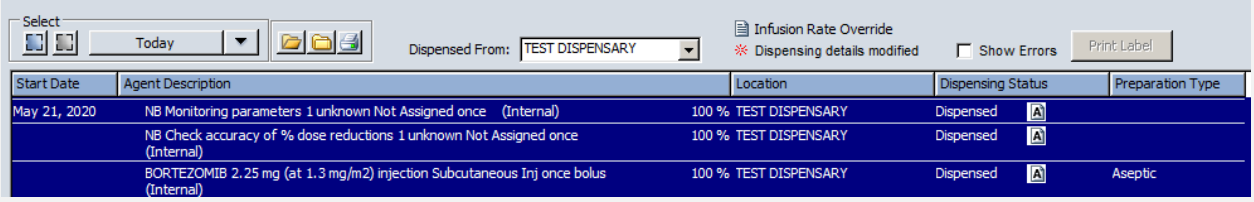


Enter a reason for erroring the dose recording when prompted and **OK** to complete. The dose recording entry will now return to a **Pending** state



ORDERS/RX - UNDISPENSE A PRESCRIPTION

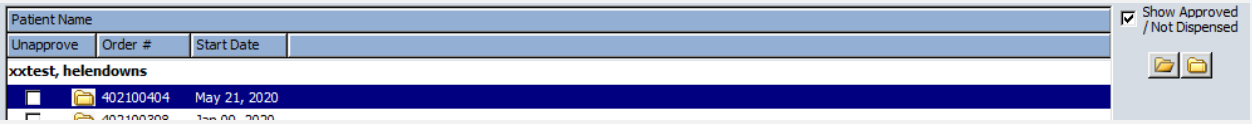
Highlight the order to be undispensed by clicking on it once then select **Dispense**. Select each drug individually or use the blue box to select all and the grey box to de-select all then select **Error**.



Select **OK** on the next screen then a reason into the pop-up box and **OK** to complete

ORDERS/RX – UNAPPROVE A PRESCRIPTION (PHARMACY)

Highlight the order to be unapproved by clicking on it once then select **Approve**. Select to **Show Approved / Not dispensed** in the top right of the window. Click on the folder symbol on the order to show further details if needed. Tick the box next to the order you wish to unapproved then select **Unapprove**



The status of the order will return to **APPROVED** by the precriber.

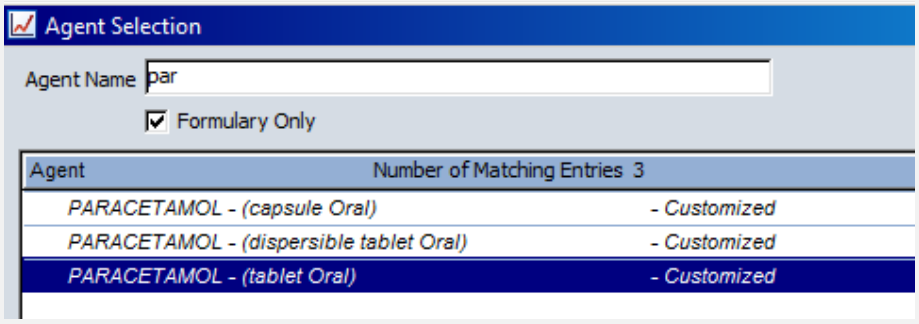
SECTION 13:
FAVOURITE DRUGS

Favourite drugs are an agreed list of drugs which can be prescribed ad-hoc, either by adding to a standard regimen or as a stand-alone prescription. Only drugs in the favourite list can be added, prescribers do not have access to add drugs from scratch. Favourite drugs should **ONLY** be added from the local formulary.

FAVOURITE DRUGS – ADD TO MASTER LIST

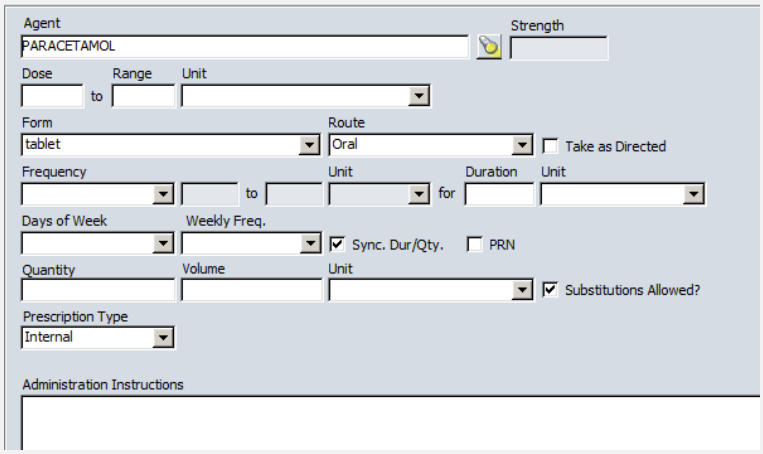
System Admin → Favourite Agents → Master List → New

Type the drug name, keeping the **Formulary Only** box checked then highlight required drug and select **OK**. If the drug required is not listed, it will need to be added to the formulary before proceeding



FAVOURITE DRUGS – ADD DRUG DETAILS

Complete all white-backed fields as necessary. For guidance on completing these fields, refer to the regimen building SOP. Do not duplicate information from the drop down boxes in the admin instructions. Once the **OK** button has been selected the following fields cannot be modified: **Agent, Dose, Range, Unit, Form, Route, Prescription Type and Additional Instructions**



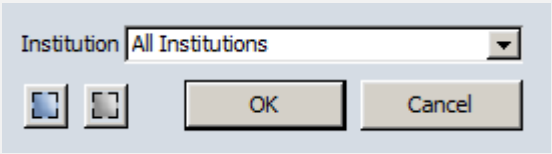
Once added to the master list, the entry will need to be checked by an appropriately trained pharmacist (or technician if it was built by a pharmacist) before adding to any prescriber lists

FAVOURITE DRUGS – ADD TO PRESCRIBERS LISTS

System Admin → Favourite Agents → Master List

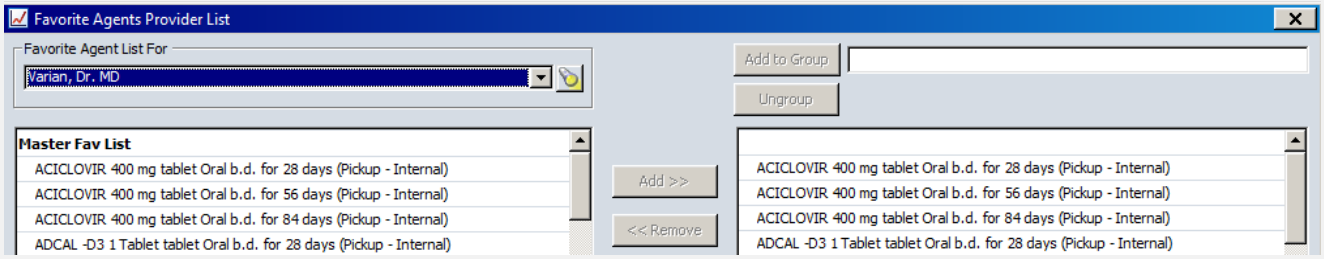
Highlight the drug to be added by clicking on it once then select '**Add**'

Select **All Institutions** from the drop-down menu then select the prescribers who will have the drug on their list. Clicking on the blue box will select all prescribers and clicking on the grey box will de-select all prescribers. Select **OK** to complete



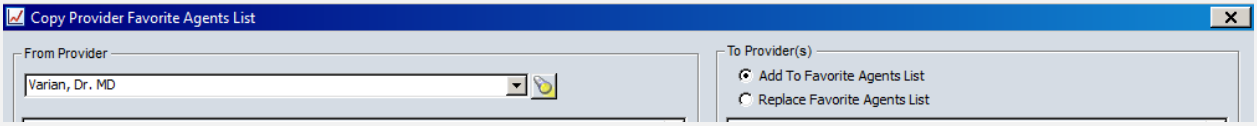
FAVOURITE DRUGS – PROVIDER LIST
System Admin → Favourite Agents → Provider List

Select the prescriber from the drop-down list, The master list appears on the left and the selected prescribers list on the right. Click on a drug from the master list then select **Add** to add or click on a drug on the prescribers list then select **Remove** to remove.



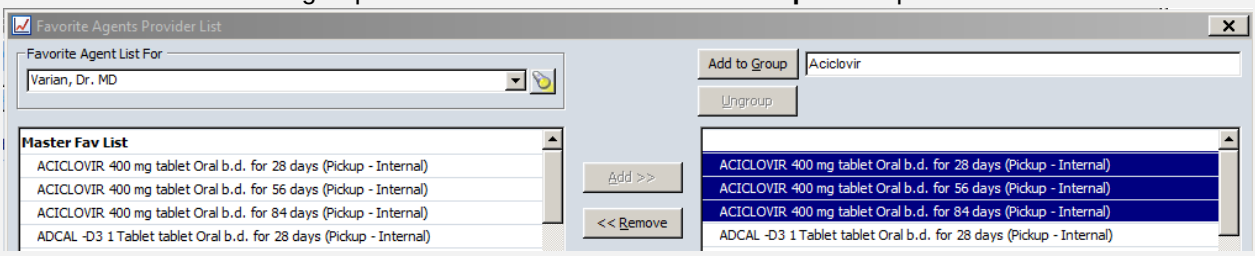
FAVOURITE DRUGS – COPY PROVIDER LIST
System Admin → Favourite Agents → Copy Provider List

Select a prescriber from the drop down menu on the left whose list you wish to copy then select a prescriber on the right who will receive the updated list. Select from the radio boxes to either add to the prescriber's exising favourites list or to replace replace the existing list. Select **Copy** to to complete.

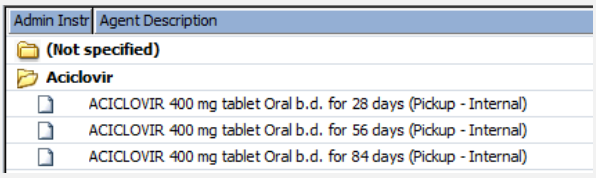


FAVOURITE DRUGS – ADD TO GROUP
System Admin → Favourite Agents → Provider List

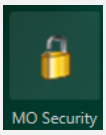
Select a prescriber from the drop down menu on the left whose list you wish to update. Select drugs from the right hand side that you wish to group together. Multi-select is possible in this window. Enter a name for the group in the box then select **Add to Group** to complete



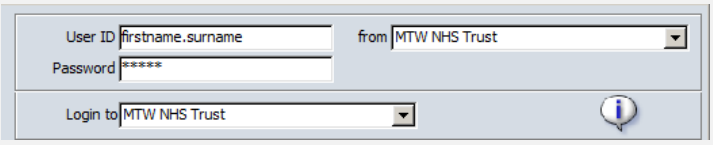
Selected drugs are now in a separate folder underneath the main '**(Not specified)**' list. Click on the folder symbol to expand and view the drugs contained within



SECTION 14:
SECURITY FUCTIONS



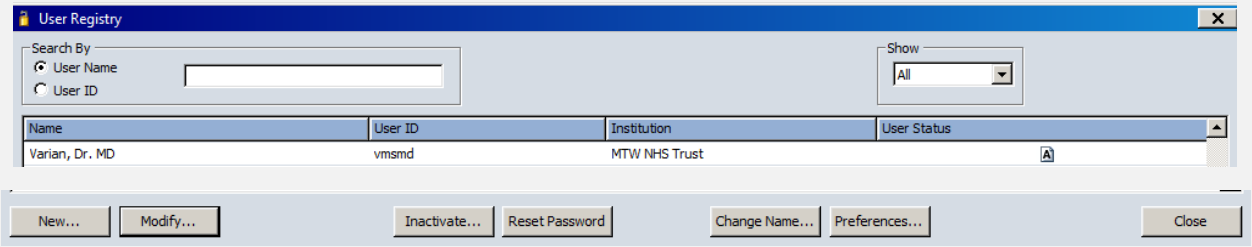
Select **MO Security**



Enter your username as ***User ID***. This is usually first name.surname format. ***From*** should always be MTW NHS Trust and ***Log into*** should be the same. 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

USERS – USER REGISTRY

All users are listed here. Choose to show **All**, **Active**, **Inactive** or **Suspended** using the drop-down menu.



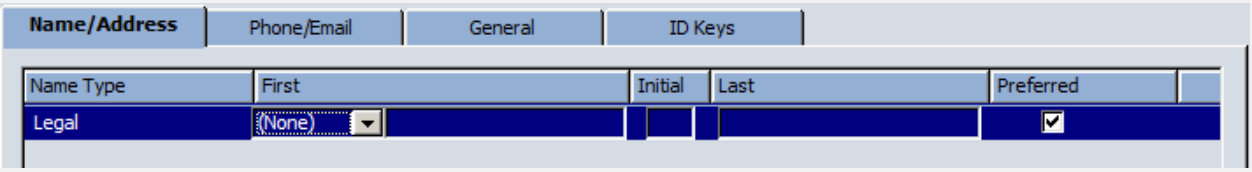
- **New:** To create and new user. Full details on following page
- **Modify:** To change a user's user group. If performing this task, ensure the change of group is appropriate for that user and if unsure, contact their line manager or trainer. Users requesting access to the system admin or validation user groups should be referred to the system administrator. Refer to the user administrator roles and responsibilities document for full details and limitations
- **Inactivate:** Users can never be deleted once on the system. When system access is no longer required, select to inactivate a user.
- **Reset Password**: After selecting, the user's password will be reset to the default. They will then need to log in and create a new password

CREATE AN ACCOUNT

Select New from the User registry then Cancel

NAME/ADDRESS TAB

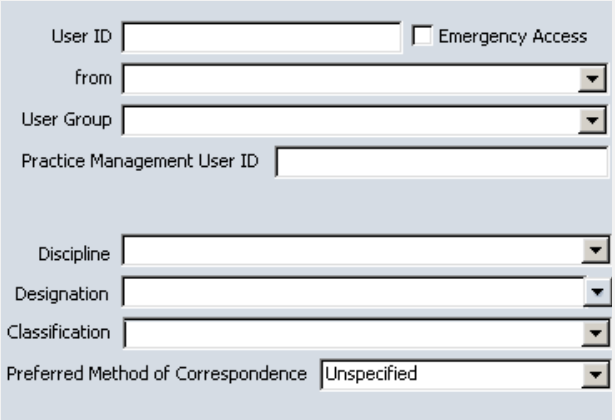
Enter first and last names in full. Leave all other fields blank



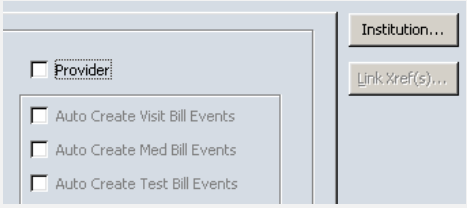
PHONE/EMAIL TAB - Leave blank

GENERAL TAB

- **User ID:** As previously entered
- **From:** Always select MTW NHS Trust
- **User Group:** Select from drop-down menu as appropriate for job role.
- **Practice Management User ID:** Leave blank
- **Discipline:** Select from drop-down menu as appropriate for job role
- **Designation:** Leave blank
- **Classification:** Select from drop-down menu as appropriate. Always complete for consultants, not essential for other users
- **Preferred Method of Correspondence:** Leave as 'Unspecified'

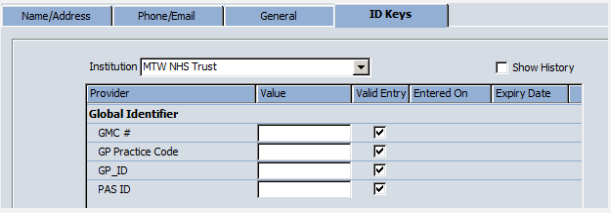


- **Provider box:** <u>For prescribers only</u>, check the **Provider** box
- **Institution Button:** Highlight each ward/department in turn from the trust relevant to the user from the panel on the left then select **Add**. It is not necessary to enter Hospital or Trust locations to most accounts, the exceptions being Nurse + Planner and User Admin which will both need 'MTW NHS Trust'. To remove a ward/department, highlight entry and select **Remove**<<.



ID KEYS TAB – Complete for consultants and non-medical prescribers only

Enter the consultant's GMC number prefixed with 'C' or the non-medical prescriber's registration number into the GMC# field. To find a GMC number copy and paste this link into your internet browser: https://www.gmc-uk.org/registration-and-licensing/the-medical-register then search the register. To find a pharmacist registration number (only if they are in the Consultant group), go to https://www.pharmacyregulation.org/registers/pharmacist then search the register



AGENTS – AGENT FORMULARY

Drugs already in the formulary are listed in alphabetical order. Drugs should be added to the formulary from the First Data Bank (FDB) wherever possible as these will then contain interaction and contraindication screening functions. If the drug is not available in the FDB then it should be addedfrom scratch. Drugs added from the FDB will be in capital letters, drugs added from scratch will be in normal sentence case

Agent Name	Agent Dosage Form
ABEMACICLIB	tablet (Oral, mg)
Abiraterone (Trial)	tablet (Oral, mg)
ABIRATERONE ACETATE	tablet (Oral, mg)

AGENTS – NEW – ADD FROM FDB

Select **New** to add a drug then select the **First Databank** tab then search by drug name

Check the box next to the drug, route and form you require then **OK**

Agent | **First Databank** | Agent Information

Search Agent Name: tras

	Agent Name	Dosage Form / Route	Formulary Map Code
☐	TRASTUZUMAB	injection (Subcutaneous Inj)	
☐	TRASTUZUMAB	infusion (Intravenous Inf)	
☐	TRASTUZUMAB DERUXTECAN	infusion (Intravenous Inf)	
☐	TRASTUZUMAB EMTANSINE	infusion (Intravenous Inf)	

Once added, the drug entry will need completing via **Modify** before it is ready to use

AGENTS – ADD FROM SCRATCH

Drugs should only be added from scratch following approval from the system administrator.

Select **New** to add a drug then select the **Agent** tab

Complete the agent name in standard sentence case then add dosage form and administration route from the drop down menus

Agent | First Databank | Agent Information

Agent Name:

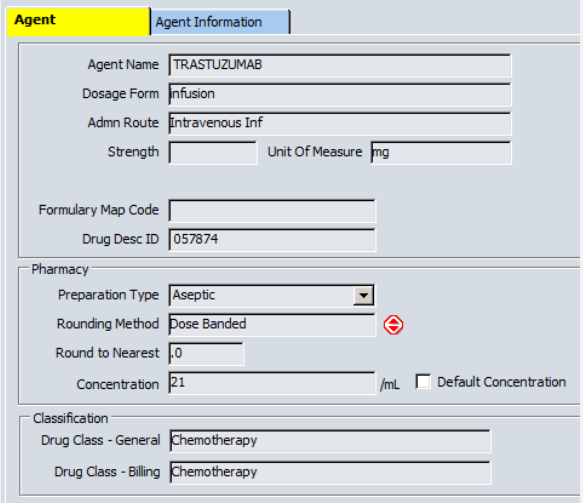
Dosage Form:

Admn Route: Not Assigned

To complete the rest of the drug details follow instructions of **Agents** – **Modify** below

AGENTS – MODIFY

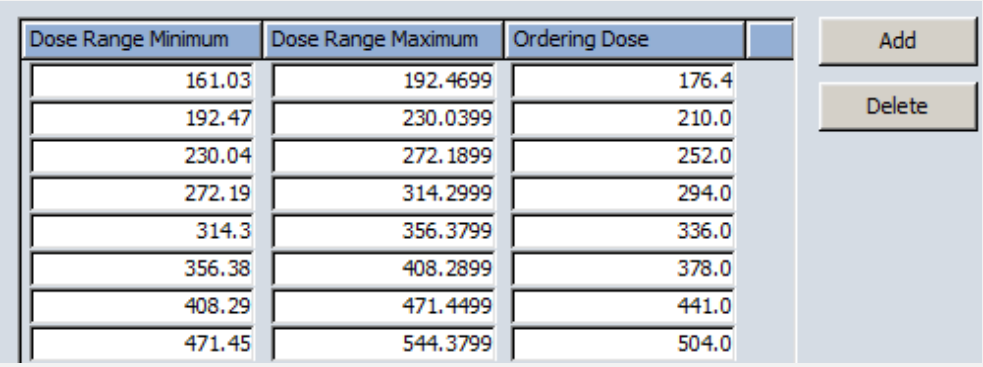
- **Agent Name:** Not an amendable field
- **Dosage Form:** As selected on drug selection
- **Admn Route:** As selected on drug selection
- **Strength:** Leave blank
- **Unit of Measure:** Select from drop down list.
- **Formulary Map Code:** Auto-completed, no action required
- **Drug Desc ID:** Auto-completed, no action required
- **Preparation Type:** Select Aseptic for treatment drugs prepared aseptically
- **Rounding method:** Select as appropriate. For dose banded drugs, a symbol will appear to allow the table to be inputted
- **Round to Nearest:** Add a rounding to value if appropriate
- **Concentration:** Add a value per ml as appropriate
- **Drug Class – General:** Select Chemotherapy if appropriate, leave blank in all other cases
- **Drug Class – Billing:** Select Chemotherapy if appropriate, leave blank in all other cases
- **Drug batch dispensing label:** Leave blank



AGENTS – MODIFY - DOSE BANDING

Change Rounding Method drop down menu to 'Dose Banded' then click on

Select Add to add lines and Remove to remove them. The table must not contain any gaps. The dose range minimum must be to 2 decimal places and the maximum to 4 decimal places

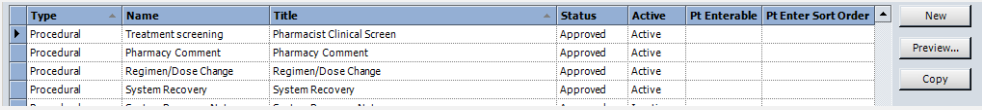


Dose Range Minimum	Dose Range Maximum	Ordering Dose
161.03	192.4699	176.4
192.47	230.0399	210.0
230.04	272.1899	252.0
272.19	314.2999	294.0
314.3	356.3799	336.0
356.38	408.2899	378.0
408.29	471.4499	441.0
471.45	544.3799	504.0

SECTION 15:
BUILDING QUESTIONNAIRES

Planner → System Admin → Questionnaires

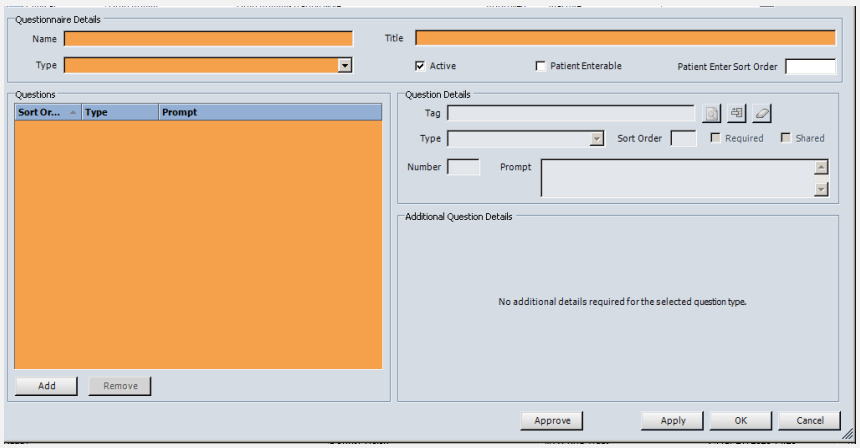
All available questionnaires are listed. Select **New** to start a new questionnaire



Type	Name	Title	Status	Active	Pt Enterable	Pt Enter Sort Order
Procedural	Treatment screening	Pharmacist Clinical Screen	Approved	Active		
Procedural	Pharmacy Comment	Pharmacy Comment	Approved	Active		
Procedural	Regimen/Dose Change	Regimen/Dose Change	Approved	Active		
Procedural	System Recovery	System Recovery	Approved	Active		

New
Preview...
Copy

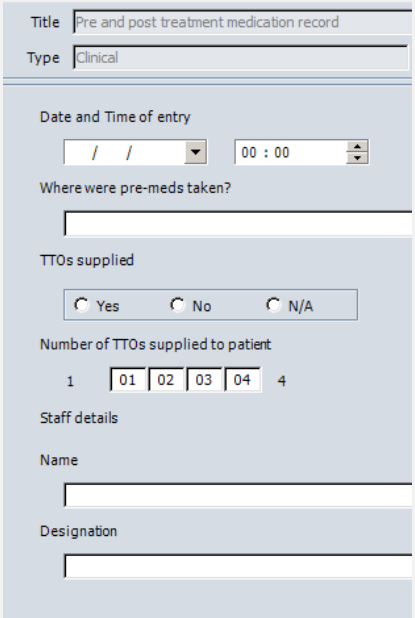
- **Name:** Short name, only visible in Planner
- **Title:** Full title seen by the user in Manager
- **Type:** Choose from drop-down list
- **Active:** Tick for active, untick for inactive
- **Add:** Select to add a new line to the questionnaire
- **Remove:** Select to remove line from questionnaire
- **Type:** Select from drop-down list.
- **Number:** Used to define order of fields
- **Prompt:** Description of information required
- **Approve:** Approve questionnaire for use



An example of each frequently used **Type** of field has been selected below and the output displayed on the right in an example questionnaire. **<u>DO NOT</u>** use long text as this will cause a system error.

Questions

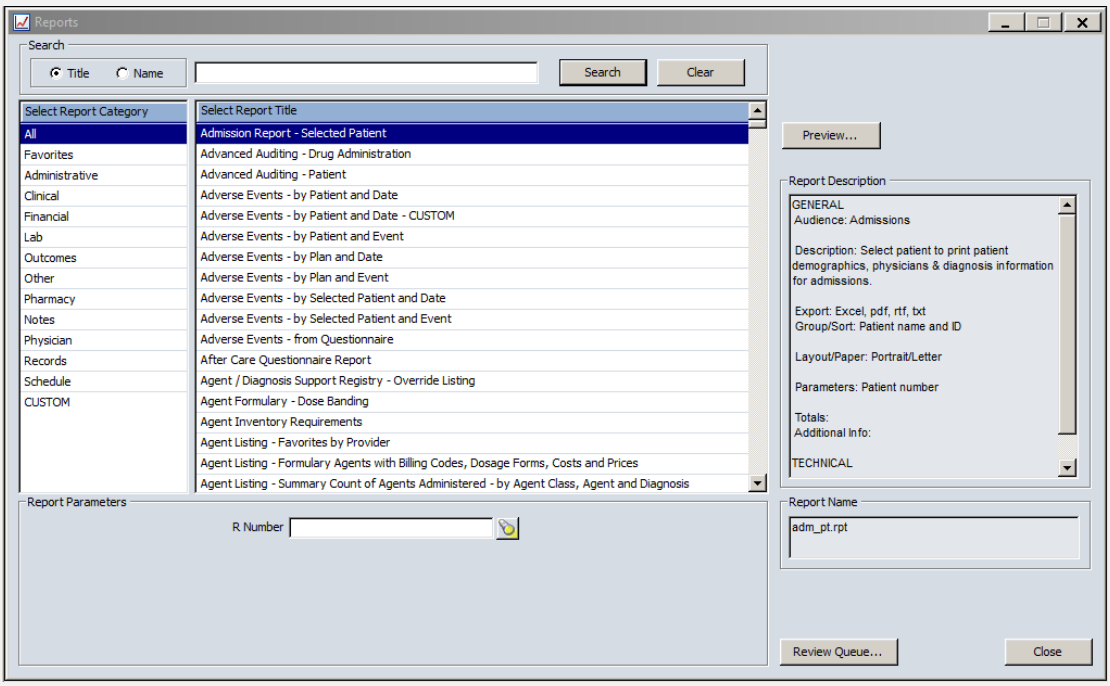
Sort Or...	Type	Prompt
10	DateTime	Date and Time of entry
20	Pick List	Where were pre-meds taken?
30	Yes/No/NA	TTOs supplied
40	Range	Number of TTOs supplied to patient
50	Text Header	Staff details
60	Short Text(40)	Name
70	Short Text(40)	Designation



It is not possible to amend the set-up of questionnaires so if changes are needed, select to **Copy** the existing questionnaire then amend the copy, remembering to inactivate the original questionnaire once the updated one is approved for use

SECTION 16:
RUNNING REPORTS

File → Reports



Search: Title = Full display title of report, Name = Abbreviated report name

Report Category: Pre-defined category assigned to each report. Select All to display all in alphabetical order by display title

Select report title: Scroll down list. Click once to select and display report description and enter required parameters

Report Description: Details of the data which the report does and doesn't capture and how it is displayed

Report Name: Abbreviated report name

Preview: Once the report you require has been highlighted and any required parameters completed, select Preview to run the report

<u>Commonly required parameters:</u>

Provider: Prescriber

Institution: Appear as ward/department level, hospital level and Trust level. The institution named MTW NHS Trust will return results for all levels of institution at all Trusts. For results from MTW only, select Maidstone & Tunbridge Wells NHS Trust.

Plan Name: Appears in Planner and should be entered between 2 asterisk and exactly as it is entered in planner including spaces and capitalisation

Rx Type: **Int** = Internal (given on the ward/department), **PUInt** = Pick-Up Internal (given to the patient to take home), **PUExt** = Pick-Up External (Not used)