

BUILDING AND VALIDATING DOSE BANDING TABLES IN ARIA

OBJECTIVE

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed when adding or amending a dose banding table in the ARIA electronic prescribing system (referred to as ARIA).

SCOPE

This SOP applies to the creation and amendment of all dose banding tables via the drug entry in Security or at agent level within a regimen on ARIA.

PROCESS

Tables can be added in one of two ways

- A. Add to the agent in security: This will apply the table to all occurrences of the drug in regimens
- B. Add to the agent within a regimen in planner: This will apply the table just to that occurrence and will override any dose rounding or banding applied to the drug as a whole at agent level above

Complete either step A or step B then continue from step C onwards

RESPONSIBILITIES

- The table must be built on ARIA by a technician or pharmacist who is accredited to build ARIA regimens
- The table must be validated by a pharmacist (other than the builder if applicable) who is trained to validate ARIA regimens.
- When the tables are added as per step A above, the validator must be available at the time of the table being built so that the table can be checked before the builder leaves the agent window as changes are then made live immediately.

LIMITATIONS

- Dose banding tables should only be applied to drugs that that will be dosed using a dose calculation. Flat dose drugs should not be banded

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METHOD

Drug name	Strength	Form	Admin Route
Regimen used	Version		
Reference(s)	Test patient		
ACTION			✓ or X
Has the correct reference document been used as stated above			
A.	ADD TO THE AGENT IN SECURITY BUILDER: Aria security → select agent → agent formulary → click once on agent → modify		
DOSE BANDING TABLES ADDED TO THE AGENT IN SECURITY WILL BE ACTIVE IMMEDIATELY AFTER COMPLETING THE ENTRY SO SUCH UPDATES MUST ALWAYS BE CHECKED AS THE TABLE IS BEING ENTERED AND BEFORE THE OK BUTTON IS SELECTED			
A.1.	Has the correct drug, strength, form and route have been selected?		
BUILDER: Select Dose Banded from the Rounding drop-down menu then the  icon to open the dose banding menu. Select Add then add the table as per the reference document, remembering to enter the 'To' values to 4 decimal places. Do not select OK.			
A.2.	Check the input of the table <u>immediately</u> after it has been entered and amend any errors before selecting the ok button. Has the table been entered correctly?		
A.3.	Once complete and checked, select the OK button		
B.	ADD TO THE AGENT WITHIN A REGIMEN Aria planner → select regimen → select agent → modify to add or view to check		
BUILDER: Select Dose Banded from the Rounding drop-down menu then the  icon to open the dose banding menu. Select Add then add the table as per the reference document, remembering to enter the 'To' values to 4 decimal places			
B.1.	Check the table as per the reference document. Has the table been entered correctly?		
C.	CHECK THE DOSE BANDING TABLE IN MANAGER LOG INTO ARIA MANAGER AT "TEST LOCATION - OUTPATIENTS" LOCATION FOR ADULT REGIMENS OR "TWH PAED – TEST LOCATION" FOR PAEDIARIC REGIMENS AND OPEN THE RECORD OF THE TEST PATIENT STATED ABOVE. ORDER A REGIMEN CONTAINING THE DRUG TO BE TESTED OR THE SPECIFIC REGIMEN THE TABLE HAS BEEN ADDED TO THEN CHECK THE FOLLOWING:		
C.1.	Has the dose of the newly banded drug been calculated and banded correctly according to the test patient's BSA and the newly inputted dose banding table?		
HIGHLIGHT THE DRUG BEING TESTED AND CLICK ON THE 'ADJUST DOSE' BUTTON. CLICK ON THE DOSE BANDING ICON  TO VIEW THE TABLE			
D.	Is the dose banding table for the drug being tested correct?		
E.	Take a screenshot of the dose banding table		
APPLY A DOSE REDUCTION TO THE DRUG BEING TESTED			
F.	Has the drug been banded correctly?		
G.	Take a screenshot of the dose reduced drug		
APPLY ANOTHER DOSE REDUCTION TO THE DRUG BEING TESTED			
H.	Has the drug been banded correctly?		
I.	Take a screenshot of the dose reduced drug		
FORWARD ALL PAPERWORK TO THE SYSTEM ADMINISTRATOR WHO WILL INFORM THE RELEVANT USERS OF THE UPDATE			
I CONFIRM THAT THE DOSE BANDING TABLE HAS PASSED ALL REQUIRED TESTS			
Validated by		Signed	
Designation			Date