**PRESCRIBER (Treatment Initiation)**

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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients |[ ]
| **VIEW PATIENT – Provider details** |
| View – Demographics - Enter consultant and relationship |[ ]
| **EXAM** |
| **Diagnosis** – Enter diagnosis and performance status |[ ]
| **Diagnosis** – Enter cell histology |[ ]
| **PATIENT HISTORY** |
| Allergies - View and add a new drug allergy or ADR |[ ]
| Do not enter concomitant medications |[ ]
| **VITAL SIGNS** |
| Enter vital signs. NB: 10% threshold for weight change to update doses. |[ ]
| **FLOW SHEET** |
| View flow sheet |[ ]
| **TREATMENT** |
| **Start Treatment** – Select regimen, view Plan Summary and commence order |[ ]
| **New Rx Details** – Set treatment start date 2-4 weeks. View calculation management window. Toggle BSA cap/uncap. Use new height/weight values. |[ ]
| **New Rx Details** – Apply a dose reduction |[ ]
| **New Rx Details** – Add new drug from Favourites |[ ]
| **New Rx Details** – Modify an agent and add an EDTA for carboplatin |[ ]
| **New Rx Details** - Delete an agent |[ ]
| **Treatment** – Approve Rx then order next cycle and leave pending |[ ]
| **Treatment** – Delete pending cycle, reissue approved order, reapprove. Add pending cycle. |[ ]
| **Treatment** – View subsequent cycles for amendment carry overs |[ ]
| **Treatment** – Add a support regimen or favourite agent on a separate order |[ ]
| **PROVIDER APPROVAL LIST** |
| View and sort pending prescription approvals for self and other |[ ]
| Action a prescription approval |[ ]
| **MANAGE REGIMEN** |
| Modify, delay, discontinue |[ ]

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| **Name:** | Click or tap here to enter text. |
| **Signature:** | Click or tap here to enter text. | **Date:** | Enter Date |
| **Trainer Signature:** | Click or tap here to enter text. | **Date:** | Enter Date |

**PRESCRIBER (Treatment Continuation)**

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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients  |[ ]
| **VIEW PATIENT – Provider details** |
| View – Demographics - Enter consultant and relationship |[ ]
| **PATIENT HISTORY** |
| Allergies - View and add a new drug allergy or ADR |[ ]
| Do not enter concomitant medications |[ ]
| **VITAL SIGNS** |
| Enter vital signs. NB: 10% threshold for weight change to update doses. |[ ]
| **FLOW SHEET** |
| View flow sheet |[ ]
| **TREATMENT** |
| **Modify Rx Details** – Modify pending order. View dose calculation management. Use latest height/weight values. |[ ]
| **Modify Rx Details** – Apply a dose reduction |[ ]
| **Modify** **Rx Details** – Add new drug from Favourites |[ ]
| **Modify Rx Details –** Modify an agent and add an EDTA for carboplatin |[ ]
| **Modify Rx Details** - Delete an agent |[ ]
| **Treatment** – Approve Rx then order next cycle and leave pending |[ ]
| **Treatment** – Delete pending cycle, reissue approved order, reapprove. Add pending cycle. |[ ]
| **Treatment** – View subsequent cycles for amendment carry overs |[ ]
| **Treatment** – Add a support regimen or favourite agent on a separate order |[ ]
| **PROVIDER APPROVAL LIST** |
| View and sort pending prescription approvals for self and other |[ ]
| Action a prescription approval |[ ]
| **MANAGE REGIMEN** |
| Modify, delay, discontinue |[ ]

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**PHARMACIST**

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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients |[ ]
| **VIEW PATIENT** |
| View/amend patient demographics including consultant and relationship |[ ]
| **PATIENT HISTORY**  |
| **Allergies -** View and add drug allergy |[ ]
| Do not enter concomitant medications (manually check drug interactions) |[ ]
| **FLOW SHEET** |
| View flow sheet |[ ]
| **Rx** |
| **Orders/Rx -** View Rx awaiting validation and understand different statuses |[ ]
| **Orders/Rx -** Review a prescription  |[ ]
| **Orders/Rx –** Acknowledge dose calculation management and saved dose calculation information windows should not be used to check doses |[ ]
| **Orders/Rx -** View monitoring parameters & admin instructions |[ ]
| **Orders/Rx -** Validate a prescription & ‘lock’ |[ ]
| **Orders/Rx -** Print Internal, Pick-up Internal and Selected drugs, including admin instructions |[ ]
| **Orders/Rx -** Dispense (release) a prescription  |[ ]
| **Orders/Rx -** Undispense, unapprove and reissue prescriptions |[ ]
| **Regimen Library/Treatment** - View regimen summary |[ ]
| **Treatment/Orders Rx** - Delay pending and approved prescriptions (enter reason) |[ ]
| **Questionnaires** – Select, view, complete and amend |[ ]
| **DRUG ADMIN** |
| **Other admin –** Record administration of treatments dispensed directly to patients |[ ]

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**NURSE**

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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients |[ ]
| **PATIENT HISTORY**  |
| **Allergies** – View and add drug allergy status and details  |[ ]
| Entering concomitant medications in Aria |[ ]
| **Questionnaires** – View  |[ ]
| **FLOW SHEET** |
| View flow sheet, including multiple results for same day, e.g. 15 minute obs. |[ ]
| **VITAL SIGNS** |
| Add vital signs  |[ ]
| **Rx** |
| **Orders/Rx** - View prescriptions and understand different statuses |[ ]
| **Treatment** - Delay next treatment |[ ]
| **DRUG ADMIN** |
| Identify drugs and advisory (NB) notes, including reminders |[ ]
| View drug administration instructions |[ ]
| Identify allergies/ADRs for prescribed drugs |[ ]
| Co-Sign for drugs acknowledging cannot co-sign own drugs |[ ]
| Document drug admin including BN and Expiry |[ ]
| Document detailed recording of drug administration |[ ]
| Document drug not given  |[ ]
| Unrecording (erroring) drug administration records |[ ]
| Record issue of TTO drugs |[ ]

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**SCHEDULER**

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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients |[ ]
| **MEDICATIONS** |
| **Treatment** - View ordered, pending and future treatments |[ ]
| **Treatment** - Differentiate between validated, un-validated and released prescriptions |[ ]
| **Treatment** - Acknowledge regimen name, cycle and day number |[ ]
| **Treatment** - Delay next treatment |[ ]

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| **Trainer Signature:** | Click or tap here to enter text. | **Date:** | Enter Date |

**VIEW & PRINT**

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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients |[ ]
| **MEDICATIONS** |
| **Treatment** - View ordered, pending and future treatments |[ ]
| **Treatment** - Acknowledge regimen name, cycle and day number |[ ]
| **Treatment** - Delay next treatment for social reasons |[ ]

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| **Trainer Signature:** | Click or tap here to enter text. | **Date:** | Enter Date |

**HCA**

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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients |[ ]
| **VIEW PATIENT** |
| View patient demographics including consultant and relationship |[ ]
| **FLOW SHEET** |
| View flow sheet, including multiple results for same day, e.g. 15 minute obs. |[ ]
| **VITAL SIGNS** |
| Add vital signs |[ ]

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**USER ADMINISTRATOR**

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| **Competency** | **Achieved** |
| View user registry and acknowledge status types |[ ]
| Create a new user who is a prescriber including entry of GMC number & institutions |[ ]
| Inactivate & reactivate an account |[ ]
| Reset a user’s password |[ ]
| View access log |[ ]

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**NUCLEAR MED PRACTITIONER (DRUG ADMIN)**

|  |  |
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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients |[ ]
| **PATIENT HISTORY**  |
| **Allergies** – View and add drug allergy status and details  |[ ]
| Entering concomitant medications in Aria |[ ]
| **Questionnaires** – View, complete, amend |[ ]
| **EXAM** |
| View diagnosis |[ ]
| **FLOW SHEET** |
| View flow sheet, including multiple results for same day, e.g. 15 minute obs. |[ ]
| **VITAL SIGNS** |
| Add vital signs  |[ ]
| **Rx** |
| **Orders/Rx** - View orders and understand different statuses |[ ]
| **Treatment** - Delay next treatment |[ ]
| **DRUG ADMIN** |
| Identify drugs and advisory (NB) notes, including reminders |[ ]
| View drug administration instructions |[ ]
| Identify allergies/ADRs for prescribed drugs |[ ]
| Co-Sign for drugs acknowledging cannot co-sign own drugs |[ ]
| Document drug admin including BN and Expiry |[ ]
| Document detailed recording of drug administration |[ ]
| Document drug not given  |[ ]
| Record issue of TTO drugs |[ ]
| Unrecording (erroring) drug administration records |[ ]

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**PHARMACY TECHNICIAN**

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| **Competency** | **Achieved** |
| **OPEN PATIENT + HOUSEKEEPING** |
| Log-in/out, and change location  |[ ]
| Search for and open patient record and open recently viewed patients |[ ]
| **PATIENT HISTORY**  |
| **Allergies -** View and add drug allergy |[ ]
| Do not enter concomitant medications |[ ]
| **FLOW SHEET** |
| View flow sheet |[ ]
| **Rx** |
| **Orders/Rx -** View prescriptions and understand different statuses |[ ]
| **Orders/Rx -** Review a prescription. Identify drugs and advisory (NB) notes |[ ]
| **Orders/Rx -** Print Internal, Pick-up Internal and Selected drugs, including admin instructions |[ ]
| **Regimen Library/Treatment** - View regimen summary |[ ]
| **Treatment/Orders Rx** - Delay pending and approved prescriptions (enter reason) |[ ]
| **Questionnaires** – Select and view |[ ]
| **DRUG ADMIN** |
| **Other admin –** Record administration of treatments dispensed directly to patients |[ ]

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