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

**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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