

# Aria User Guide

Nurses

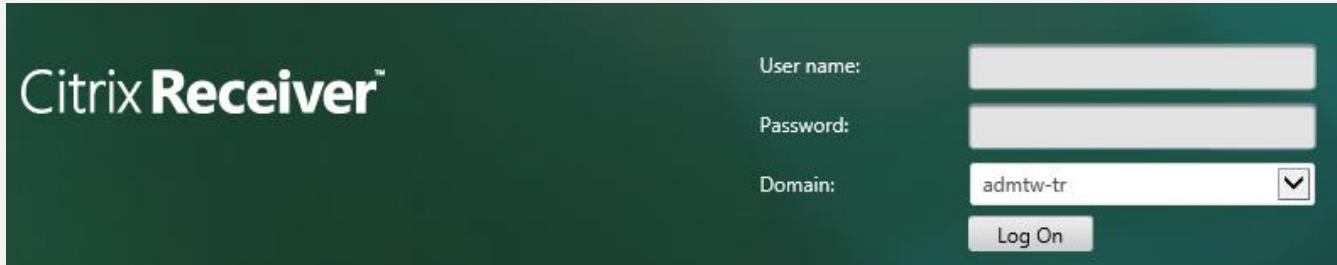
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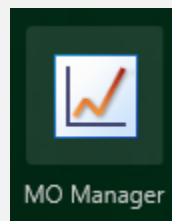
## SECTION 1: LOGGING IN TO MANAGER AND OPENING PATIENT RECORDS

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

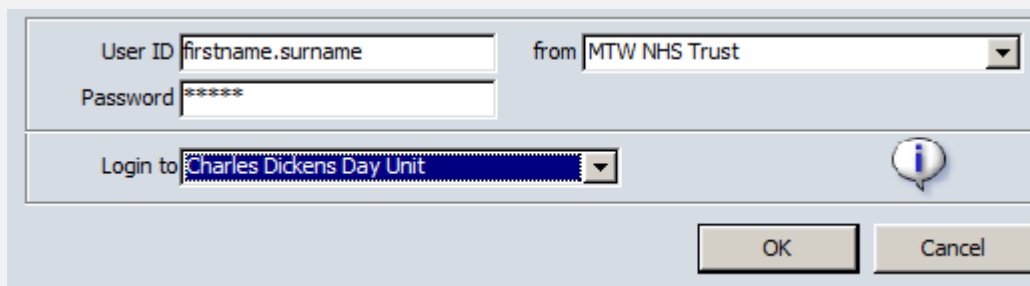


The image shows a Citrix Receiver login window. On the left, the text 'Citrix Receiver™' is displayed. On the right, there are three input fields: 'User name:', 'Password:', and 'Domain:'. The 'Domain:' field has a dropdown menu with 'admtw-tr' selected. Below these fields is a 'Log On' button.

Select MO Manager



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



The image shows a login dialog box with a light blue background. It contains the following fields: 'User ID' with the text 'firstname.surname', 'from' with a dropdown menu showing 'MTW NHS Trust', 'Password' with masked characters '\*\*\*\*\*', and 'Login to' with a dropdown menu showing 'Charles Dickens Day Unit'. There is an information icon (i) to the right of the 'Login to' field. At the bottom right, there are 'OK' and 'Cancel' buttons.

Downs, Helen      TEST LOCATION - OUTPATIENT      Mar 8, 2023 11:32

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

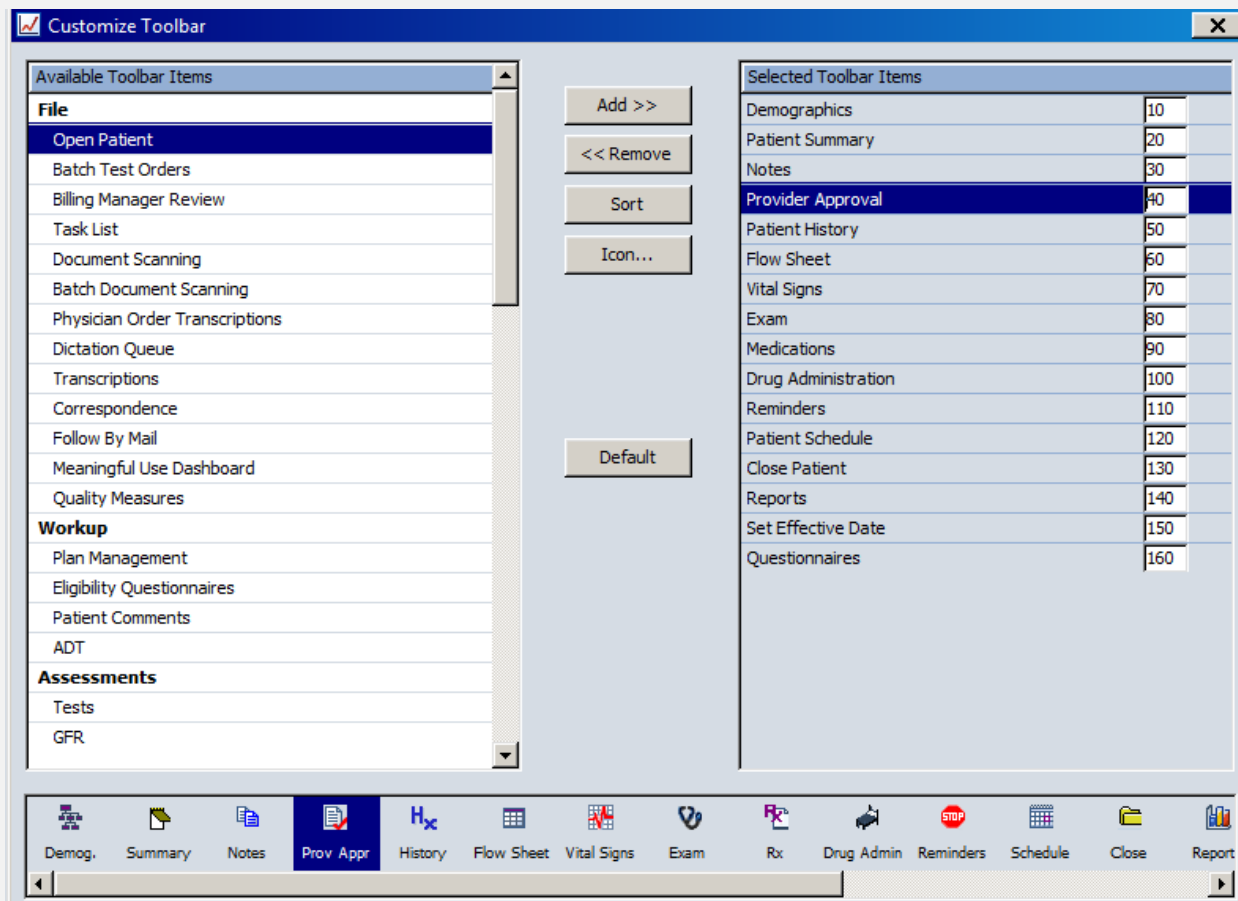
Ensure you are working in the correct area. This should show the department where the patient will be treated. Click on the location displayed to change.

Use **File** and **Exit** to close programme. **DO NOT** 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.

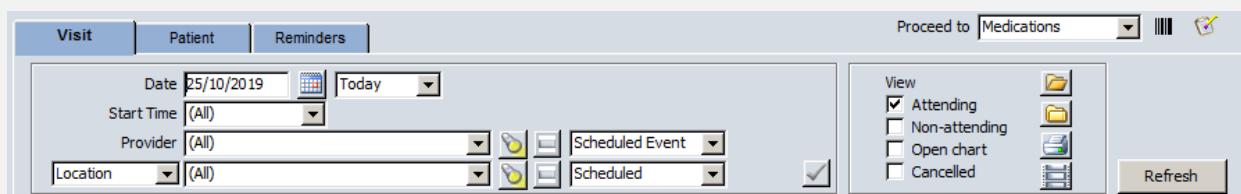


The items listed as 10 – 160 above, show from left to right in the order defined by their numbers



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

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

## PATIENT DETAILS

### Open Patient Window → View Patient

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

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

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




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



## SECTION 2: PATIENT HISTORY

### DRUG ALLERGIES

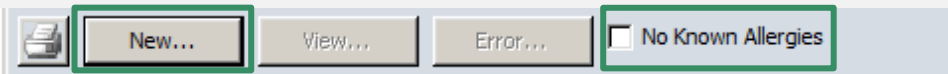
#### Patient History → Allergies Tab


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

 = Allergy status not completed       = NKDA       = Documented allergy

Reaction Type	Response	Type	Onset Date	
<b>Allergies</b>				
CYCLIZINE	Photosensitivity (Mild)	Drug	Unknown	
DOMPERIDONE	Nausea/Vomiting/Diarrhea (Moderate)	Drug	Unknown	

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

Response	Description	Severity
<input type="checkbox"/>	Skin Rashes/Hives	
<input type="checkbox"/>	Shock/Unconsciousness	
<input type="checkbox"/>	Asthma/Shortness of Breath	
<input type="checkbox"/>	Nausea/Vomiting/Diarrhea	
<input type="checkbox"/>	Anemia/Blood Disorders	
<input type="checkbox"/>	Photosensitivity	
<input type="checkbox"/>	Swollen-lips	
<input type="checkbox"/>	Chest Pains/Irregular Heart Rate	
<input type="checkbox"/>	Other	

## 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

Height			180.00	cms	(180.0 - 180.0)			<input type="checkbox"/>
Weight			100.00	kg	(100.0 - 100.0)			<input type="checkbox"/>
BSA			2.24	sq.m	( - )			<input type="checkbox"/>
BMI			30.86		(18.0 - 30.0)			<input type="checkbox"/>
Pulse				/ min	(60.0 - 100.0)			<input type="checkbox"/>
Respiration				/ min	(12.0 - 28.0)			<input type="checkbox"/>
Temperature				Celsius	( - )			<input type="checkbox"/>
Systolic				mm(hg)	(90.0 - 140.0)			<input type="checkbox"/>
Diastolic				mm(hg)	(65.0 - 90.0)			<input type="checkbox"/>
O2 Sat				%	(96.0 - 100.0)			<input type="checkbox"/>
Pain					(0.0 - 10.0)			<input type="checkbox"/>

Select **All Approve** to complete

## SECTION 4: DELAY 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 '-'.

**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.



## SECTION 5: REVIEW PRESCRIPTION

### REVIEW PRESCRIPTION

Medications → Orders/Rx tab

#### Prescription statuses:

**Approved:** Approved by Doctor, **Pending:** Awaiting Doctor's approval,

**Dispensed:** Dispensed by pharmacy

Treatment	Orders / Rx	Medication History	Plan History	Regimen Library
View by		Time Period		
<input type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Pharmacy Approved <input checked="" type="radio"/> All but Errored <input type="radio"/> Error		Date: <input type="text"/> All		
Order #	Start Date		Status	
402100006	Apr 19, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	PENDING	
402100005	Mar 29, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	APPROVED	

**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

New...

Modify...

Reorder

Delete...

Reissue...

Pharmacy

Approve...

Dispense...

402100005	Mar 29, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	APPROVED	
402100004	Mar 22, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	APPROVED	
402100003	Mar 15, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	APPROVED	
402100002	Mar 08, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	APPROVED	

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

## SECTION 6: 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.

Admin. Date	Agent	Dose - Admin. Date / Time	Status	Admin Instr	Recording Info
Dec 18, 2014	<b>Internal</b>				
Dec 17, 2014	1 <b>ONDANSETRON 8 - 16 mg injection Intravenous Inf once short over 15 minutes in sodium chloride 0.9% w/v 50 ml (1) at the rate of 200 mL/hr</b>				
Dec 16, 2014	8 mg	(1 of 1) C1 / D1	PENDING	Order # 402100006	100% Co-Sign: Recorded:
Dec 15, 2014	Dec 10, 2014 00:00				
Dec 14, 2014	<b>DEXAMETHASONE 8 mg tablet Oral once</b>				
Dec 13, 2014	8 mg	(1 of 1) C1 / D1	PENDING	Order # 402100006	100% Co-Sign: Recorded:
Dec 12, 2014	Dec 10, 2014 00:00				
Dec 11, 2014	<b>ATROPINE SULFATE 0.25 mg injection Subcutaneous Inj once bolus PRN</b>				
Dec 10, 2014	0.25 mg	(1 of 1) C1 / D1	PENDING	Order # 402100006	100% Co-Sign: Recorded:
Dec 09, 2014	Dec 10, 2014 00:00				
	2 <b>IRINOTECAN HYDROCHLORIDE 486 mg (at 180 mg/m2) infusion Intravenous Inf once short over 30 minutes in sodium chloride 0.9% w/v 250 ml (2) at the rate of 500 mL/hr</b>				
	486 mg	(1 of 1) C1 / D1	PENDING	Order # 402100006	100% Co-Sign: Recorded:
	Dec 10, 2014 00:00				
	3 <b>CALCIUM FOLINATE 350 mg injection Intravenous Inf once short over 2 hours in sodium chloride 0.9% w/v 500 ml (3) at the rate of 250 mL/hr</b>				
	350 mg	(1 of 1) C1 / D1	PENDING	Order # 402100006	100% Co-Sign: Recorded:
	Dec 10, 2014 00:00				
	<b>FLUOROURACIL 1,100 mg (at 400 mg/m2) injection IV Inj once bolus</b>				
	1,100 mg	(1 of 1) C1 / D1	PENDING	Order # 402100006	100% Co-Sign: Recorded:
	Dec 10, 2014 00:00				

\* Additional administration instructions have been entered

Pending Doses [Record...] [Adjust...] [Adjust All...] [Error...] [Co-Sign...] [Up] [Down] [Print]

**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.

### Detailed Recording

For 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

Administration Date/Time	# Doses	Amount Received	Approved By	Approve
Start				<input type="checkbox"/>

2<sup>nd</sup> 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

Administration Date/Time	# Doses	Amount Received	Approved By	Approve
Start				<input checked="" type="checkbox"/>
Stop	1	200 mg	Downs, Helen	<input type="checkbox"/>

## 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 or make dose adjustments

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...**

Agent	Admin Instr	Admin Start Date	Quantity	Date of Last Dose
DEXAMETHASONE tablet Oral Take as Directed (Pickup - Internal)		Sep 12, 2016		
METOCLOPRAMIDE tablet Oral Take as Directed (Pickup - Internal)		Sep 12, 2016		
DEXAMETHASONE tablet Oral Take as Directed (Pickup - Internal)		Aug 22, 2016		
METOCLOPRAMIDE tablet Oral Take as Directed (Pickup - Internal)		Aug 22, 2016		

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

Dose Seq.	Admin. Date/Time	# Doses	Amt. Received	Duration	Prep Wastage
Dose 1 of 1	Expected 08/03/2023 00:00	1			
<b>PENDING</b>	Actual 08/03/2023 00:00	1			
Dispensing	End 08/03/2023 00:00		<input type="checkbox"/> Not Given		

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**.

Agent	Admin Instr	Admin Start Date	Quantity	Date of Last Dose
DEXAMETHASONE 6 mg tablet Oral every am for 3 days (Pickup - Internal)		Mar 08, 2023		Mar 08, 2023 10:00
METOCLOPRAMIDE tablet Oral Take as Directed (Pickup - Internal)		Mar 08, 2023		Mar 08, 2023 10:00
ONDANSETRON 8 mg tablet Oral b.d. for 3 days (Pickup - Internal)		Mar 08, 2023		

## SECTION 7: 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

The screenshot shows a software interface for a flow sheet. At the top, there are navigation arrows and a 'Visit Date' header with a grid of dates from Mar 10/20 to Apr 24/20. Below this are two main data tables: 'Vital Signs' and 'Dose Recordings'. The 'Vital Signs' table has columns for Height, Weight, BSA, BMI, Temperature, Pulse, Respiration, Systolic, Diastolic, and O2 Sat. The 'Dose Recordings' table lists medications like AZACITIDINE and ONDANSETRON with columns for dose and status. On the right side, there are controls for 'View/Date Range' (set to 21/05/2019 to 20/05/2020), a 'View' dropdown (set to 'none'), and buttons for 'Choose Data...', 'Edit...', 'Save As', 'Print', and 'Refresh'.

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

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

## SECTION 8: 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.

The screenshot shows a window titled "Patient Questionnaires - xitest, helendowns - helentest - Birthdate: Dec 26, 1992 \*\*\* NOT AN ACTUAL PATIENT \*\*\*". It features a "View Time Period" section with a date field and a dropdown menu set to "All". Below this is a table with columns: Date, Type, Title, ID, Status, and icons. The table lists two questionnaires: "Patient Initial Set-Up Checks" (ID 2, Approved) and "Pharmacist Clinical Screen" (ID 3, Approved). To the right of the table is a list of categories: Clinical, Pre and post treatment medication record, Procedural, Patient Initial Set-Up Checks, Procedural, Pharmacist Clinical Screen, and Procedural, Pharmacy Comment. Below the table is a form for editing a questionnaire, including fields for "Date and Time of entry" (28 / 05 / 2020, 01 : 00), "Where were pre-meds taken?" (Taken on the ward), "TTOs supplied" (radio buttons for Yes, No, N/A), and "Number of TTOs supplied to the patient" (a row of buttons 1, 2, 3, 4).

### 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

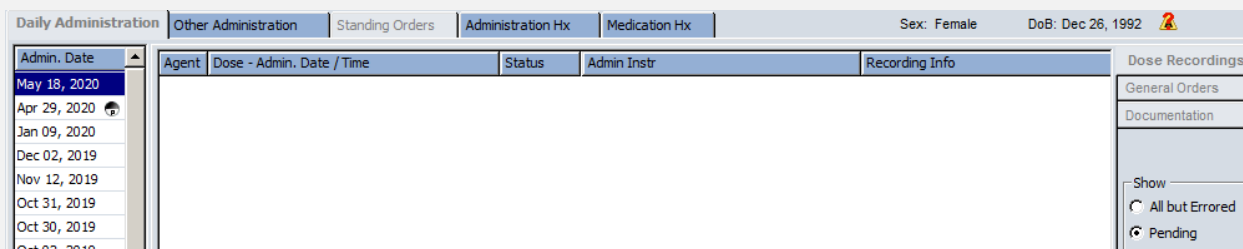
The screenshot shows a table of notes with columns: Date / Time, Note, and Author / Type. A single note is visible: "Oct 25, 2019 15:08 Patient didn't require TTOs as plenty at home." with status "Approved" and author "Helen Downs Pharmacy". Below the table are filter options: "Note Type" (dropdown set to "(All)"), "View" (dropdown set to "Discipline"), and "Author" (dropdown set to "(All)").

The screenshot shows a rich text editor window. It includes a "View" section with checkboxes for "Header" and "Data". The editor has a toolbar with various icons for text formatting and editing. The text area contains "Free-type text here" and a horizontal scrollbar.

## SECTION 9: 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

