

Aria User Guide

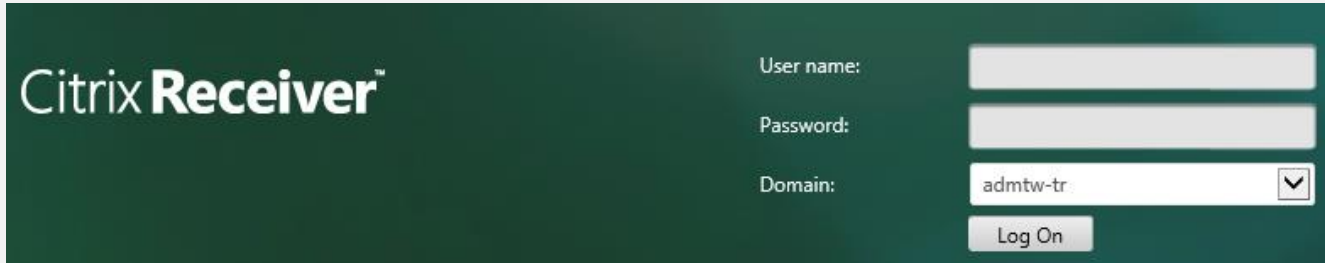
Pharmacists

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SECTION 1: LOGGING IN TO MANAGER AND OPENING PATIENT RECORDS	3
CUSTOMISE TOOLBAR.....	4
OPEN PATIENT – VISIT TAB.....	4
OPEN PATIENT – PATIENT TAB.....	5
PATIENT DETAILS.....	5
SECTION 2: PATIENT HISTORY	6
DRUG ALLERGIES	6
OTHER MEDICATIONS.....	7
SECTION 3: PATIENT VITAL SIGNS	7
ENTER VITAL SIGNS.....	7
SECTION 4: ENTER PATIENT DIAGNOSIS	8
ENTER DIAGNOSIS.....	8
SECTION 5: DELAY REGIMEN	10
DELAY REGIMEN	10
DELAY A PRESCRIPTION FROM AN ELAPSED DATE	10
SECTION 6: PHARMACY APPROVE AND DISPENSE PRESCRIPTION	11
REVIEW PRESCRIPTION	11
DISPENSE PRESCRIPTION	12
MEDICATION HISTORY.....	13
PLAN HISTORY.....	13
REGIMEN LIBRARY	13
SECTION 7: DRUG ADMINISTRATION	14
DRUG ADMINISTRATION – DRUGS MARKED PICK-UP INTERNAL	14
SECTION 8: PRESCRIBER WORK-LIST	15
SECTION 9: FLOW SHEET	16
SECTION 8: ARIA DOCUMENTATION	17
QUESTIONNAIRES.....	17
NOTES	17
SECTION 9: REVERSE FUNCTIONS	18
DRUG ADMINISTRATION – DOSE RECORDING – ERROR.....	18
ORDERS/RX - UNDISPENSE A PRESCRIPTION.....	19
ORDERS/RX – UNAPPROVE A PRESCRIPTION (PHARMACY)	19

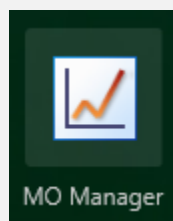
SECTION 1: LOGGING IN TO MANAGER AND OPENING PATIENT RECORDS

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

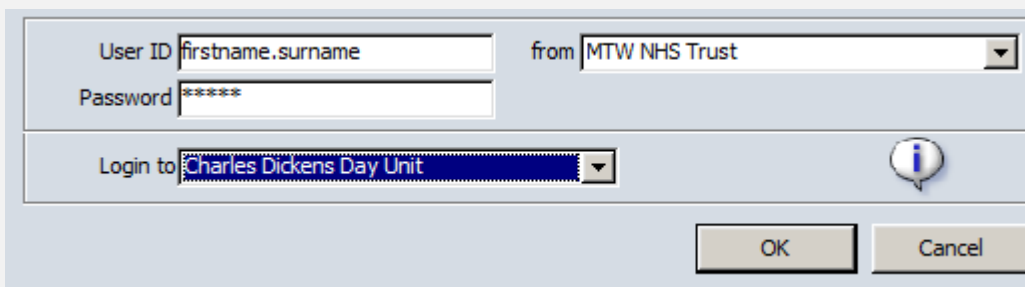


The image shows the Citrix Receiver login interface. It features the Citrix Receiver logo on the left. On the right, there are three input fields: 'User name:', 'Password:', and 'Domain:'. The 'Domain:' dropdown menu is set to 'admtw-tr'. Below these fields is a 'Log On' button.

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 and controls:

- 'User ID' field with the text 'firstname.surname' entered.
- 'from' dropdown menu with 'MTW NHS Trust' selected.
- 'Password' field with '*****' entered.
- 'Login to' dropdown menu with 'Charles Dickens Day Unit' selected.
- An information icon (i) to the right of the 'Login to' dropdown.
- 'OK' and 'Cancel' buttons at the bottom right.

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.

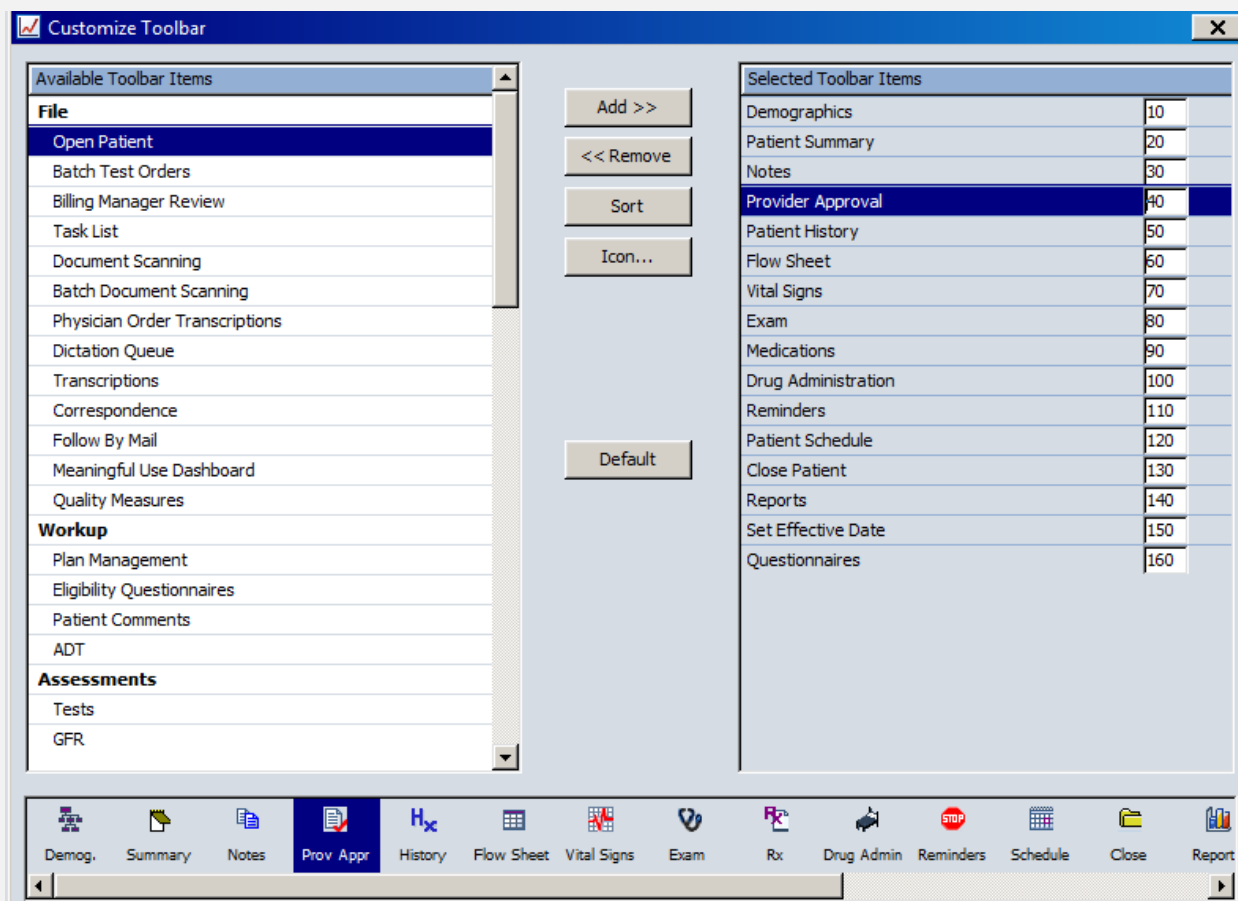
Ensure you are working in the correct area. This should show the department where the patient will be treated. Click on the location displayed to change.

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.

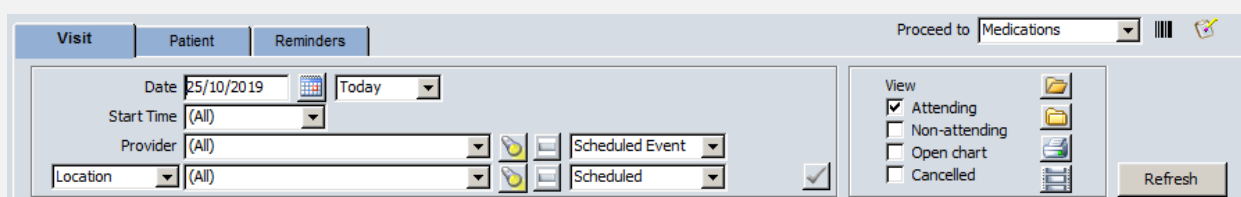


The items listed as 10 – 160 above, show from left to right in the order defined by their numbers



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

The screenshot shows the 'Patient' tab in the ARIA system. It includes search fields for Last Name, First Name, Date of Birth, Primary ID, Provider, and Institution. A 'Proceed to' dropdown menu is set to 'Medications'. A table below lists search results for 'Duck, Aylesbury' with R Numbers and Dates of Birth. Callout boxes provide instructions on how to search, navigate to specific areas, and view patient details.

Callout 1: 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.

Callout 2: 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

Callout 3: 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.

The screenshot shows the 'Providers' tab in the patient details window. It features a table for 'Internal Physicians' with columns for 'Physician Name', 'Relationship', and 'Classification'. There are 'New...' and 'Delete' buttons.

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

The screenshot shows the 'Provider Search' dialog box. It has a 'Provider Name' field with 'var' entered and a 'Search' button. Below is a table with columns for 'Provider', 'Organization', 'Classification', 'City', and 'Status'. One entry is visible: 'Varian, MD' with 'Medical Oncologist' classification.

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

The screenshot shows the 'Providers' tab with the 'Internal Physicians' table. The entry 'Varian, MD' is now listed with the 'Relationship' set to 'Consultant' and 'Classification' as 'Medical Oncologist'.




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



SECTION 2: PATIENT HISTORY

DRUG ALLERGIES

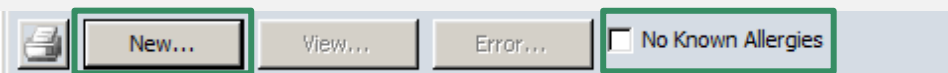
Patient History → Allergies Tab


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	
Allergies				
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: 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.

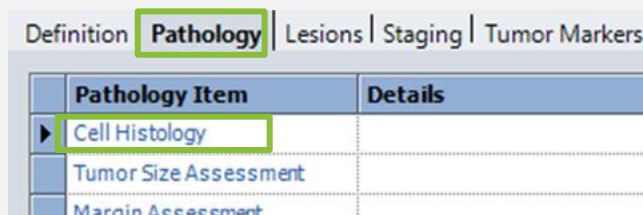
Code	Clinical Description
C50	Malignant neoplasm of breast
C50.0	Malignant neoplasm: Nipple and areola
C50.1	Malignant neoplasm: Central portion of breast
C50.2	Malignant neoplasm: Upper-inner quadrant of breast
C50.3	Malignant neoplasm: Lower-inner quadrant of breast
C50.4	Malignant neoplasm: Upper-outer quadrant of breast
C50.5	Malignant neoplasm: Lower-outer quadrant of breast
C50.6	Malignant neoplasm: Axillary tail of breast
C50.8	Malignant neoplasm: Overlapping lesion of breast
C50.9	Malignant neoplasm: Breast, unspecified

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.

ARIA USER GUIDE FOR PHARMACISTS

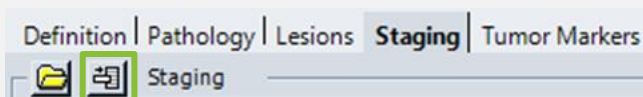
Select the **Pathology** tab then click on the words **Cell Histology**



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

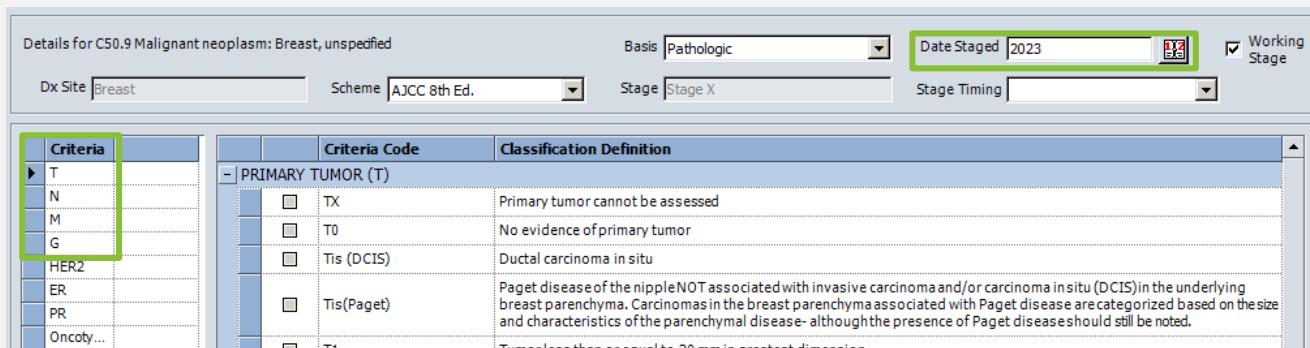


Select the **Staging** tab then click on the white symbol to the left of the word Staging

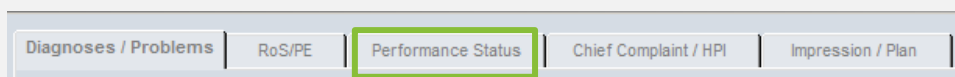


Click on the letter **T** to open up list of tumour classifications then check box for appropriate code. Follow this procedure for **N**, **M** and **G** classifications as appropriate. Other grading schemes are displayed as appropriate for the diagnosis but the process for adding the staging is the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

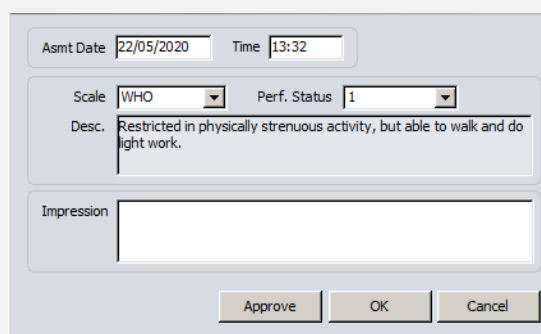
Select **Approve** to complete



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: 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 6: PHARMACY APPROVE AND DISPENSE 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				
<input type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Pharmacy Approved <input checked="" type="radio"/> All but Errored <input type="radio"/> Error		Time Period		
Date		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...

Modify...

Reorder

Delete...

Reissue...

Pharmacy

Approve...

Dispense...

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

Patient Name		
Approve	Order #	Start Date
mallard, mrs		
<input type="checkbox"/>	402100005	Mar 29, 2023
<input type="checkbox"/>	402100004	Mar 22, 2023
<input type="checkbox"/>	402100003	Mar 15, 2023
<input type="checkbox"/>	402100002	Mar 08, 2023

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**

	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.

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

Agent Description	Dispensed By	Date Dispensed	Drug Lot #	Manufacturer	Expiry Date	Prep Wastage	Comments
Sep 12, 2016							
NB Monitoring parameters 1 unknown Not Assigned once							
Details for agent							
→ Modify Dose...	Downs, Helen	22/08/2016			00/00/0000	00:00	
NB Ensure dexamethasone pre-med has been taken 1 unknown Not Assigned once							
Details for agent							
Modify Dose...	Downs, Helen	22/08/2016			00/00/0000	00:00	
METOCLOPRAMIDE 20 mg injection IV Inj once bolus							
Details for agent							
Modify Dose...	Downs, Helen	22/08/2016			00/00/0000	00:00	mg

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

Order #	Start Date	Agent	Status
402100030	Oct 03, 2016	BRE-005 Docetaxel	PENDING
402100029	Sep 12, 2016	BRE-005 Docetaxel	DISPENSED
402100028	Aug 22, 2016	BRE-005 Docetaxel	DISPENSED

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 on 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		A
Daratumumab (injection)		Apr 29, 2020		A
DARATUMUMAB (infusion)		Apr 29, 2020		A
Active Non-Chemotherapy Agents				
ACICLOVIR (tablet)		Jul 18, 2016		A
ALLOPURINOL (tablet)		Jul 18, 2016		A
CHLORPHENAMINE (injection)	Oct 02, 2019 14:00	Sep 14, 2016		A
CO-TRIMOXAZOLE (trimethoprim and sulfamethoxazole) (tablet)		Jul 18, 2016		A
DEXAMETHASONE (injection)		Apr 29, 2020		A
DEXAMETHASONE (tablet)	Sep 14, 2016 09:00	Jan 12, 2016		A

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 M1 A Hx Tx Intent: 27646 Tx Use: 27641 Line of Tx: 14	Apr 28, 2020	May 4, 2020	
			Last Amendment Accepted: v1.0
HAEM-MYEL-037 Daratumumab, bortezomib (sc) & de A Hx Tx Intent: 27646 Tx Use: 27641 Line of Tx: 14	Apr 28, 2020	May 4, 2020	Malignant neoplasm of ovary - C56

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.

Non-Hodgkin's Lymphoma

- HAEM-NHL-006 CHOP 21 days (NHL)
- HAEM-NHL-007 CHOP 14 days (NHL)
- HAEM-NHL-011 Cyclophosphamide Mo
- HAEM-NHL-013 DHAP
- HAEM-NHL-017 HOMP (single agent)
- HAEM-NHL-025 RC(IV) D (Truxima)
- HAEM-NHL-026 Rituximab IV (Single ag**
- HAEM-NHL-028 Rituximab IV mainten
- HAEM-NHL-031 Rituximab IV Mainten
- HAEM-NHL-034 Pixantrone
- HAEM-NHL-037 Gemcitabine & Oxalipl
- HAEM-NHL-038 Rituximab SC Maintena
- HAEM-NHL-039 Rituximab SC maintena
- HAEM-NHL-040 RC(Oral) D (Truxima)
- HAEM-NHL-044 CHOP R 21 days (Trux
- HAEM-NHL-045 CHOP R 14 days (Trux
- HAEM-NHL-046 CVB D (Truxima)

HAEM-NHL-026 Rituximab IV (Single agent) (Truxima) 1 cycles x 28 days

Day 1 May 18, 2020

- NB Monitoring parameters 1 unknown Not Assigned once
- NB Check virology status prior to cycle one 1 unknown Not Assigned once
- NB Pre-meds given 30-60 mins before Rituximab 1 unknown Not Assigned once
- PARACETAMOL 1,000 mg tablet Oral once
- CHLORPHENAMINE 10 mg injection IV Inj once bolus over 1 minutes
- HYDROCORTISONE 100 mg injection IV Inj once bolus
- RITUXIMAB 375 mg/m² infusion Intravenous Inf once continuous in sodium chloride 0.9% w/v 500 ml (1)

Day 8 May 25, 2020

- NB Monitoring parameters 1 unknown Not Assigned once
- NB Pre-meds given 30-60 mins before Rituximab 1 unknown Not Assigned once
- PARACETAMOL 1,000 mg tablet Oral once
- CHLORPHENAMINE 10 mg injection IV Inj once bolus over 1 minutes
- HYDROCORTISONE 100 mg injection IV Inj once bolus

Scores [A](#)

Cycle **1**

Information [A](#)

SECTION 7: DRUG ADMINISTRATION

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...**

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

METOCLOPRAMIDE Order # 402100002 Tx Optional

tablet Oral Take as Directed
Dispensed: tablet Oral Take as Directed

Dose Seq.	Admin. Date/Time	# Doses	Amt. Received	Duration	Prep Wastage
Dose 1 of 1	Expected 08/03/2023 00:00	1			
PENDING	Actual 08/03/2023 00:00	1			
Dispensing	End 08/03/2023 00:00				

Drug Lot #:
Manufacturer:

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 8: 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.

Prescriptions: 105 🔍
 Test Result Alerts: 0
 Test Results: 1 🔍
 Toxicity Assessments: 0
 Visit Billing Events: 0

Varian, Dr. MD
 (All)

Patient	Patient ID	Order ID	Order Date	Start Date	Plan	Entered By
XXtraining 1, testpatient	R785412	402100002	Oct 16, 2019	Nov 13, 2019	LUN-036 Pembrolizumab, Carbo & Pemetrexed followed by Pembrolizumab & Pemetrexed	
ZZPatient9, HODU	New9	402100009	Sep 13, 2019	Oct 14, 2019	SUPP-003 Denosumab (Xgeva) every 4/52	
ZZPatient9, HODU	New9	402100011	Sep 13, 2019	Oct 07, 2019	GYN-002 Carboplatin and Paclitaxel	
ZZPatient8, HODU	New8	402100011	Sep 13, 2019	Sep 30, 2019	UGI-058 FLOT	

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.

Open Patient

Visit Patient Reminders

Proceed to Medications

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.

Order / Rx Medications Cum. Dose Alerts Allergies/Adverse Reactions Scores HAEM-MYEL-037 Daratumumab, bortezomib (sc) dexamethasone

Ordered by Varian, Dr. MD on May 27, 2020 at 12:07 Completed

Order ID 402100405 Start on 08/06/2020 PENDING

Internal	Administration Start Date	HAEM-MYEL-037 Daratumumab, bortezomib (sc) & dexamethasone (DVD) - Cycle 3 Day 1
1 NB Monitoring parameters	1 unknown Not Assigned once	Plan - Opt 100% Admin Instructions Approve Last Ordered: 1. Dose Mod. Reason
2 DEXAMETHASONE	20 mg injection IV Inj once	Plan - Opt 100% Admin Instructions Approve Last Ordered: 20. mg Dose Mod. Reason
3 PARACETAMOL	1,000 mg tablet Oral once	Plan - Opt 100% Admin Instructions Approve Last Ordered: 1,000. mg Dose Mod. Reason
4 CHLORPHENAMINE	10 mg injection IV Inj once bolus over 1 minutes	Plan - Opt 100% Admin Instructions Approve Last Ordered: 10. mg Dose Mod. Reason
5 NB Check accuracy of % dose reductions	1 unknown Not Assigned once	Plan - Opt 100% Admin Instructions Approve Last Ordered: 1. Dose Mod. Reason
6 DARATUMUMAB	1,000 mg (at 16 mg/Kg) infusion Intravenous Inf once continuous	Plan - Opt 100% Admin Instructions Approve Last Ordered: 1,000. mg (at 16 mg/Kg) Dose Mod. Reason
7 BORTEZOMIB	2.25 mg (at 1.3 mg/m2) injection Subcutaneous Inj once bolus	Plan - Opt 100% Admin Instructions Approve Last Ordered: 2.25 mg (at 1.3 mg/m2) Dose Mod. Reason
Pickup - Internal		
Administration Start Date	Jun 08, 2020	HAEM-MYEL-037 Daratumumab, bortezomib (sc) & dexamethasone (DVD) - Cycle 3 Day 1
8 DEXAMETHASONE	tablet Oral Take as Directed	Plan - Opt 100% Admin Instructions Approve Last Ordered: None Dose Mod. Reason

* Additional administration instructions have been entered

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 9: 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 various parameters like Height, Weight, BSA, BMI, Temperature, Pulse, Respiration, Systolic, Diastolic, and O2 Sat. The 'Dose Recordings' table lists drugs like AZACITIDINE and ONDANSETRON with their respective dosages and administration status. On the right side, there are control panels for 'View/Date Range' (with date pickers for 'Date' and 'To'), 'View' (with a dropdown menu), and 'Data' (with 'Save As' and 'Print' buttons). A 'Choose Data...' button is also visible.

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 ⁹ /L	L	Jun 15 2015 09:30:55	(1.8/7.8)
	1.5	10 ⁹ /L	L	Jun 15 2015 09:27:05	(1.8/7.8)
	1.5	10 ⁹ /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.

Date	Type	Title	ID	Status
Feb 19, 2016	Procedural	Patient Initial Set-Up Checks	2	Approved
Feb 19, 2016	Procedural	Pharmacist Clinical Screen	3	Approved

Clinical	Pre and post treatment medication record
Procedural	Patient Initial Set-Up Checks
Procedural	Pharmacist Clinical Screen
Procedural	Pharmacy Comment

Date and Time of entry
 28 / 05 / 2020 01 : 00

Where were pre-meds taken?
 Taken on the ward

TTOs supplied
 Yes No N/A

Number of TTOs supplied to the patient
 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

Date / Time	Note	Author / Type
Oct 25, 2019 15:08	Patient didn't require TTOs as plenty at home.	Progress Note Helen Downs Pharmacy

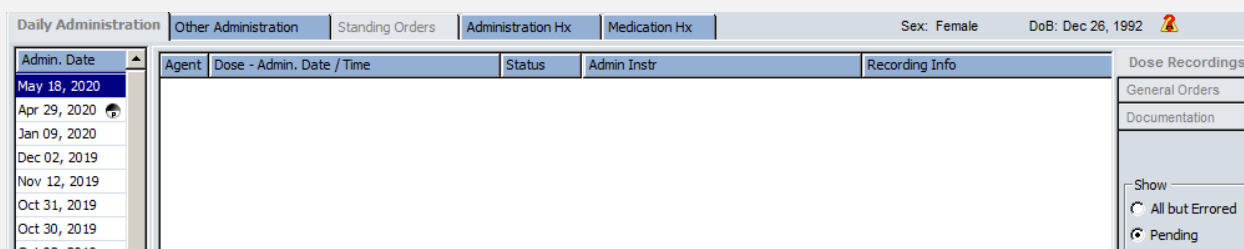
Note Type: (All) View: Discipline (All)

Free-type text here

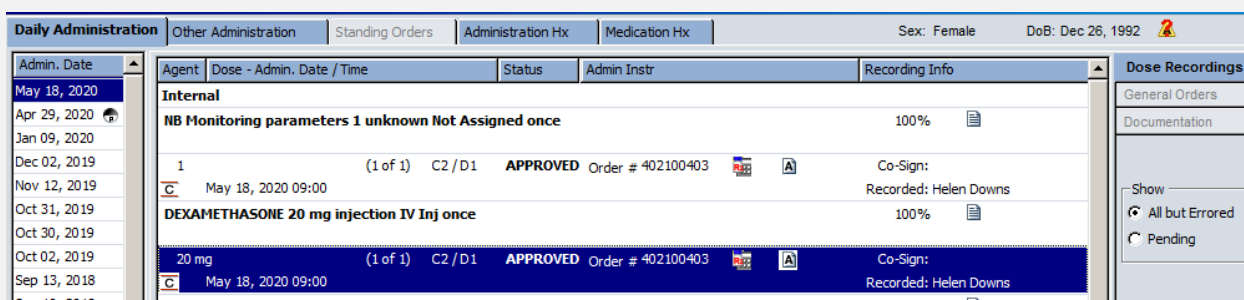
SECTION 9: REVERSE FUNCTIONS

DRUG ADMINISTRATION – DOSE RECORDING – ERROR

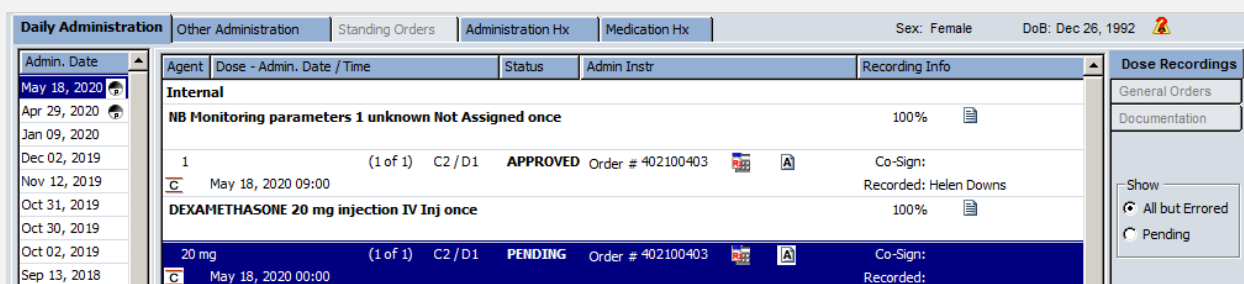
On the Daily administration tab, drugs whose dose recordings have been completed will not be listed and if all the internal drugs have been administered, the whole panel will be empty. To recall the drugs, check the **'All but errored'** radio button on the right.



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



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**.

Start Date	Agent Description	Location	Dispensing Status	Preparation Type
May 21, 2020	NB Monitoring parameters 1 unknown Not Assigned once (Internal)	100 % TEST DISPENSARY	Dispensed	[A]
	NB Check accuracy of % dose reductions 1 unknown Not Assigned once (Internal)	100 % TEST DISPENSARY	Dispensed	[A]
	BORTEZOMIB 2.25 mg (at 1.3 mg/m2) injection Subcutaneous Inj once bolus (Internal)	100 % TEST DISPENSARY	Dispensed	[A] Aseptic

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**'

Unapprove	Order #	Start Date
<input checked="" type="checkbox"/>	402100404	May 21, 2020

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