Aria User Guide

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Cancer Collaborative

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.
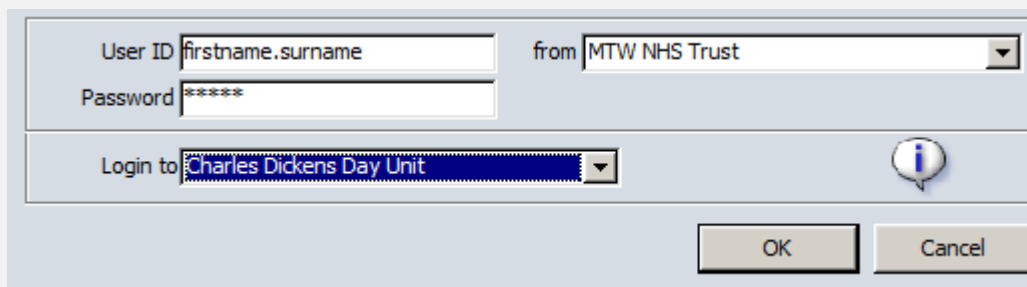
Select MO Manager
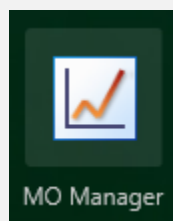
Enter your username as **User ID**. This is usually **firstname.surname** format. **From** should always be MTW NHS Trust. **Log into** should be the area where the patient will be treated and should always be at ward/department level. Your password must be between 6 and 10 characters long, start with 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.

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.

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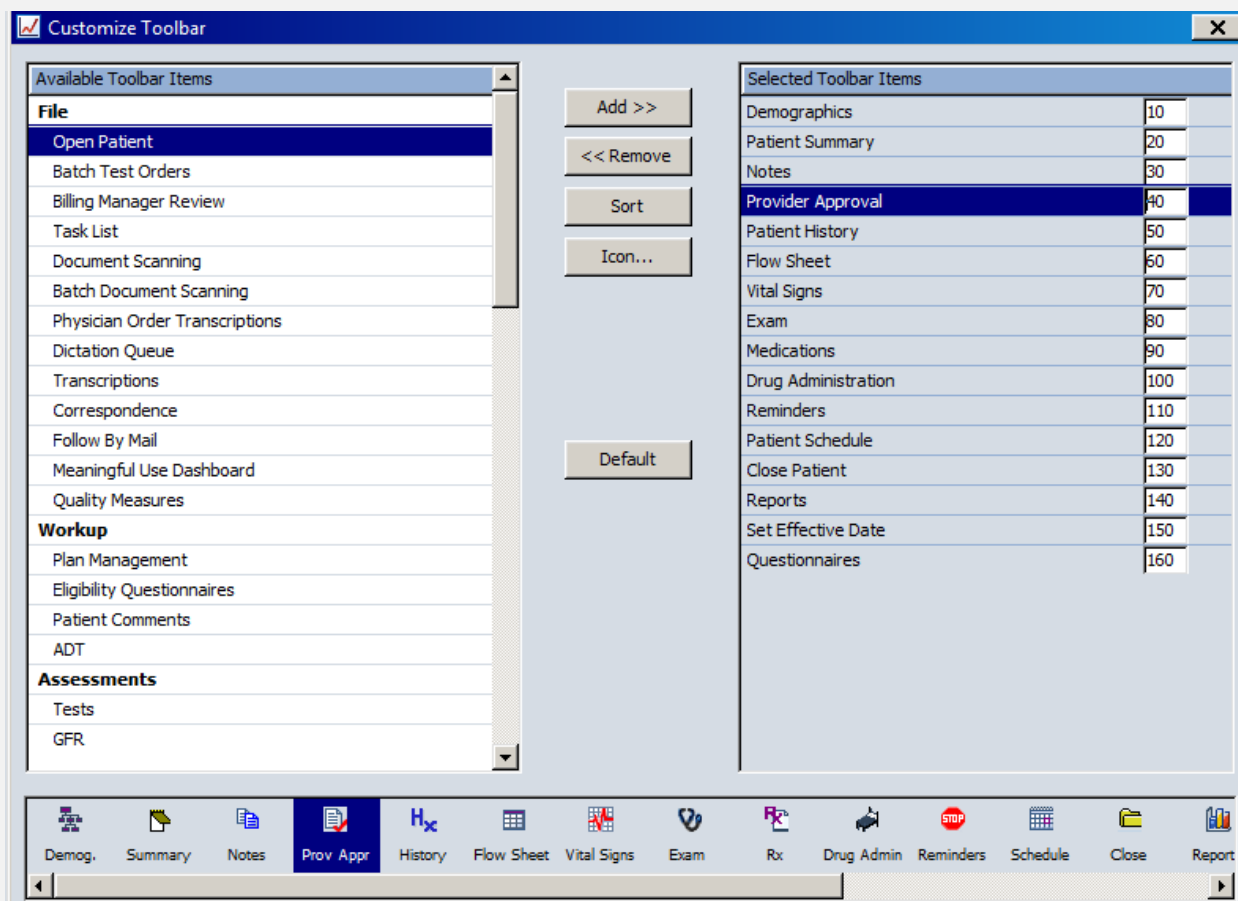
The items listed as 10 – 160 above, show from left to right in the order defined by their numbers

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.

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NHS
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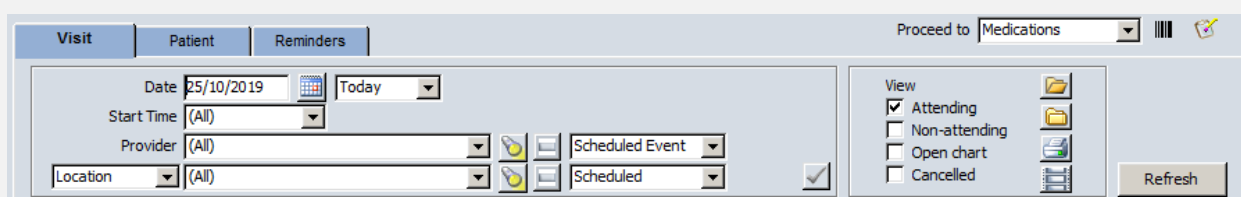
OPEN PATIENT – PATIENT TAB

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. For prescribers it is recommended to set this as 'Medications' to make reviewing the Provider Approvals easier (see page 28).

Selecting the icon 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

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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	Ⓐ

Tabs shown: Questionnaires, Comments, Tests, Photographs, Infection Control, Chief Complaint / HPI, Impression / Plan, Medical, Procedure / Surgical, Gynecologic, Family, Social, **Allergies**, Medications, Diagnoses / Problems. Show Errors checkbox.

Check '**No Known Allergies**' if appropriate or select **New…** to add

New…   View…   Error…   ☐ No Known Allergies
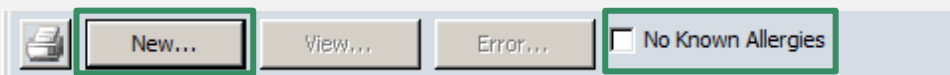
Always select **Drug** from **Type** drop down menu and not drug class. For drug allergies click 🔑 to search

⦿ Allergy   ○ Adverse Reaction
Type [Drug ▼]
Allergy [   ] 🔑

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

Agent Name [penici]
☐ Formulary Only

Agent	Number of Matching Entries 7
Ⓖ PENICILLAMINE – (oral liquid Oral)	
Ⓖ PENICILLAMINE – (tablet Oral)	
Ⓖ PENICILLIN V – (capsule Oral)	
Ⓖ PENICILLIN V – (oral liquid Oral)	
Ⓖ PENICILLIN V – (tablet Oral)	

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

Save - New   OK   Cancel

⦿ Allergy   ○ Adverse Reaction
Type [Drug ▼]
Allergy [PENICILLIN V   ] 🔑
Onset Date [   ] [Unknown ▼] Form [tablet ▼]

Response	Description	Severity
☐	Skin Rashes/Hives	
☐	Shock/Unconsciousness	
☐	Asthma/Shortness of Breath	
☐	Nausea/Vomiting/Diarrhea	
☐	Anemia/Blood Disorders	
☐	Photosensitivity	
☐	Swollen-lips	
☐	Chest Pains/Irregular Heart Rate	
☐	Other	

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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)
Weight	100.00	kg	(100.0 - 100.0)
BSA	2.24	sq.m	(-)
BMI	30.86		(18.0 - 30.0)
Pulse		/ min	(60.0 - 100.0)
Respiration		/ min	(12.0 - 28.0)
Temperature		Celsius	(-)
Systolic		mm(hg)	(90.0 - 140.0)
Diastolic		mm(hg)	(65.0 - 90.0)
O2 Sat		%	(96.0 - 100.0)
Pain			(0.0 - 10.0)

Select **All Approve** to complete

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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.

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Select the **Pathology** tab then click on the words **Cell Histology**
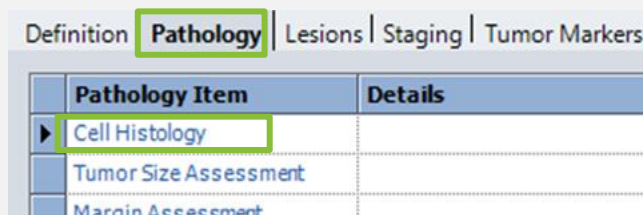
Complete the top three drop down menus then select **OK** to complete

Select the **Staging** tab then click on the white symbol to the left of the word Staging
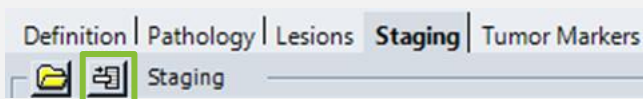
Click on the letter **T** to open up list of tumour classifications then check box for appropriate code. Follow this procedure for **N**, **M** and **G** classifications as appropriate. Other grading schemes are displayed as appropriate for the diagnosis but the process for adding the staging is the same. Add the date of the staging via the calendar.
Select **Approve** to complete
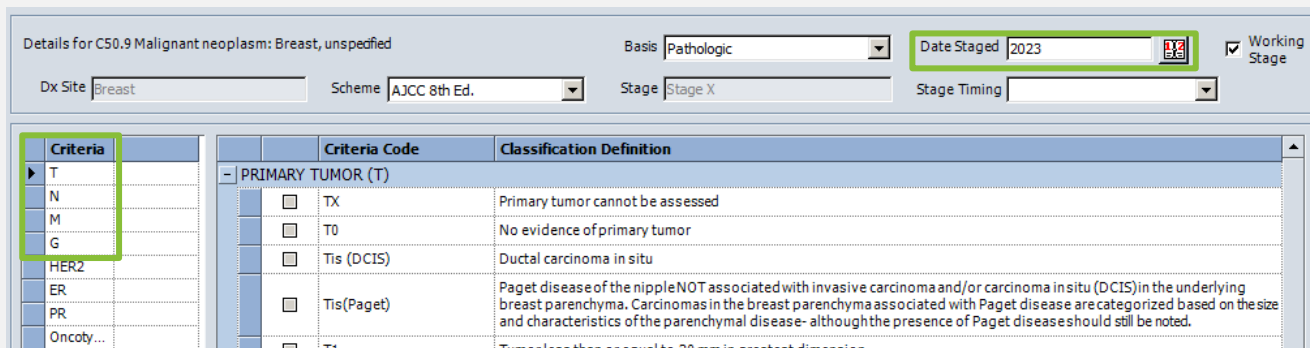
Click on the **Performance Status** tab
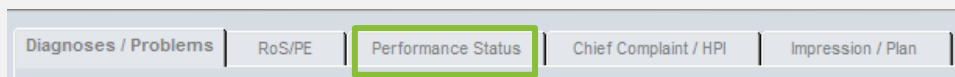
Select **Assess** then select the appropriate WHO performance status from the drop down menu. Select **Approve** to complete

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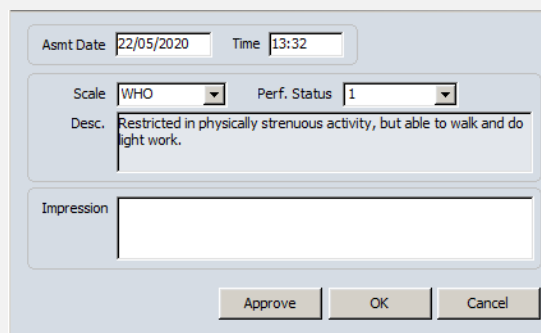
SECTION 5:
PRESCRIBING

INITIATE CHEMOTHERAPY REGIMEN
Medications → Start Treatment Tab

The regimens folder displayed will be relevant to the diagnosis entered. Click once on a regimen from the list on the left to view the details in the middle panel.

Start Treatment	Orders / Rx	Medication History	Plan History		X	⚠	!

Breast ▼   BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol) 4 cycles x 21

- 🧪 BRE-066 TCH-P (adjuvant)
- 🧪 BRE-068 Abemaciclib and Fulvestrant
- 🧪 BRE-069 EC followed by Paclitaxel, Per
- 📂 Early breast cancer
  - 🧪 BRE-061 TCH-P (neoadjuvant) (tra
  - 🧪 BRE-064 EC90 then wkly paclitaxe
  - 🧪 BRE-071 Neratinib
  - 🧪 BRE-075 Trastuzumab emtansine (
  - 🧪 BRE-076 Accelerated EC & accele
  - 🧪 BRE-077 Accelerated EC (cycles 1
  - ✓ BRE-077 Carboplatin (every 3 wee
  - 🧪 BRE-079 TCPhesgo® (Neo-adjuvan
  - 🧪 BRE-080 TCPhesgo® Adjuvant (no
  - 🧪 BRE-081 EC then paclitaxel weekly
  - 🧪 BRE-082 EC then paclitaxel weekly
  - 🧪 BRE-083 Accelerated EC then wee
  - 🧪 BRE-083 Accelerated EC then wee
  - 🧪 BRE-089 Abemaciclib & letrozole o
  - 🧪 BRE-092 Neo-adj pembrolizumab &

☐ **Day 1**   Mar 08, 2023
- NB Monitoring parameters 1 unknown Not Assigned once
- NB Reminder 1 unknown Not Assigned once
- DEXAMETHASONE 8 mg injection IV Inj once bolus
- CHLORPHENAMINE 10 mg injection IV Inj once bolus
- ONDANSETRON 8 - 16 mg injection Intravenous Inf once continuous over 15 minutes in sodium chloride 0.9% w/v 50 ml (1) at the rate of 200 mL/hr
- PACLITAXEL 80 mg/m2 infusion Intravenous Inf once continuous over 1 hours in 0.9% Sodium Chloride PVC Free 250 ml (2) at the rate of 250 mL/hr
- CARBOPLATIN 6 AUC (CrCl) infusion Intravenous Inf once continuous over 30 minutes in glucose 5% w/v 500 ml (3) at the rate of 1,000 mL/hr
- DEXAMETHASONE 6 mg tablet Oral every am for 3 days
- ONDANSETRON 8 mg tablet Oral b.d. for 3 days
- METOCLOPRAMIDE tablet Oral Take as Directed
- FILGRASTIM 5 mcg/kg injection Subcutaneous Inj o.d. for 5 days

☐ **Day 8**   Mar 15, 2023
- NB Monitoring parameters 1 unknown Not Assigned once

Order...
Intent to Tx...
Scores 📄
CrCl
Select
Cycle 1 ▼
Information 📄

Change the number in the **Cycle** drop-down menu to start treatment at a cycle number other than 1. This is the only point at which the starting cycle number can be changed so ensure the correct cycle number is selected before proceeding.
Information lined paper contains the regimen summary
Lined paper beside each drug entry contains further information
Plain paper is empty
Check the box(es) next to each treatment day(s) of the cycle that you wish to order then select **Order** to proceed

The **Dose Calculation Management** window will appear before the prescription can be viewed. Height, Weight and BSA used to calculate doses will be displayed.

All dose calculations will be capped at a maximum BSA of 2m² as standard. To override this, click on **Use Actual** to recalculate doses at actual BSA stated in the **New Value** column. To revert to cap select **Use Cap** (Button toggles between these 2 options)

Dose Calculation Management   X

Current Age: 32 yrs Sex: Female

Mgmt	Component	Curr. Value	Unit	Type	Date	New Value
	Height	180.00	cms	Actual	Mar 08, 2023	180.00
	Weight	100.00	kg	Actual	Mar 08, 2023	100.00
Use Actual	BSA (derived)	2.00	sq.m	Capped	Mar 08, 2023	2.24
	CrCl	112.83	ml/min	Estimated	Mar 08, 2023	112.83

Use Latest   OK   Cancel

Order / Rx	Medications Cum. Dose	Alerts	Allergies/Adverse Reactions 📄 Scores 📄	**BRE-077 Carboplatin (every 3 weeks) weekly Paclitaxel (cycles 5-8 of**

Ordered by Varian, Dr. MD ▼ 🖉   on Mar 08, 2023 at 12:37   ☑ Completed   Line of Tx Tx Intent Tx Use
Order ID 402100002   Start on 08/03/2023 📅   **PENDING**   1 ▼   ▼   ▼

Favorites...
Add...
Modify...

Internal
Administration Start Date Mar 08, 2023   BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol) - Cycle 1 Day 1
1 **NB Monitoring parameters** 1 unknown Not Assigned once
Plan - Opt   100 % 📄 Admin Instructions ☐ Approve 🖉   Last Ordered: None   📄 Dose Mod. Reason

Select the golden Rx symbol to re-open the dose calculation management window

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VIEW AND AMEND PRESCRIPTION
Medications → Order/Rx

Ensure a name appears in the 'Ordered by' drop-down list (should auto-populate for prescribers who are logged in to a location they have access to, if not, please contact your user administrator) and only 1 drug is highlighted, to enable the function buttons on the right-hand side

Internal: Administered on the ward/day unit

Pick-up Internal: Given to the patient to take home (TTOs)

Plan–Opt = Part of regimen

Non-Plan = Added from favourites

Key to function buttons on the right hand side:

Favorites: to add an item to the prescription

Modify: to make modifications to a drug except dose changes

Delete: to delete a drug, select again to undelete (button toggles between the two actions)

Screen: to view screening tool. This function should not be relied upon, a manual screening of the prescription should always be performed

Adjust Dose: to perform a dose adjustment

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MODIFY A DRUG
Medications ➔ Order/Rx ➔ Modify

Format Type: Change to either Simple or Take as directed. Simple will enable drop down boxes to complete frequency, duration etc. Take as directed will disable all drop down menus and only enable information to be added into the admin instructions. **When changing from one format type to the other, any admin instructions already present will be deleted so ensure they are highlighted and copied before changing the format type**

Type: Internal for drugs administered on the ward/day unit, Pickup-Internal for any drug given to the patient to take home. Pickup-External should not be used.

Infusion mode: Select **Continuous** for infusions or **bolus** for boluses
Diluent: To change or add, select **New**, then select diluent and volume from drop down menus. **DO NOT** change the diluent without first clicking **New Admin Instructions:** Free type any administration instructions into this box

Dose/Range: This should only be changed if modifying an agent from favourites or entering an EDTA. For all other dose changes this should be done via the **Adjust Dose** button

Frequency and Duration: Select from drop down menus

ENTER AN EDTA RESULT
Medications ➔ Order/Rx ➔ Highlight Carboplatin line ➔ Modify

Select AUC (EDTA) from the drop down list under **Unit** then enter AUC value in **Dose/Range box**. This will prompt the EDTA button to appear. Select this button to enter EDTA result.

Enter EDTA result in the right hand box next to the unit of measure then select **All Approve** to close window and **OK** on the next screen to complete change.

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ADJUST DOSE
Medications ➔ Order/Rx ➔ Adjust Dose

To adjust a dose by percentage, either select a value from the drop-down list or free-type the required figure.
The entered value must be % of regimen standard dose not % dose adjustment.

⊖: The drug is dose-banded, click on the symbol to view the table

▲ 3.3 : The drug is rounded up to the nearest 3.3(mg)

Dose adjusted drug appears with percentage of full dose figure a red. This figure is the percentage of full dose before banding or rounding is applied.

Actual dose to be given can be entered here. The system will then round or band if applicable

Select the reason for dose adjustment from drop-down list. Further detail can be documented in the note paper

6 DACARBAZINE 500 mg (at 333.3333 mg/m2) injection Intravenous Inf once short over 30 minutes in sodium chloride 0.9% w/v 500 ml (3) at the rate of 1,000 mL/hr
Plan - Opt   89 % 📄 Admin Instructions   ✎   Last Ordered: None   📄 Dose Mod. Reason 📄 Infusion Rate Over

PRESCRIBING VINCRISTINE

All Vincristine doses are built as a flat dose of 2mg. For patients with a BSA of 1.4m² or less, or if a dose reduction is needed this will need to be amended via the **adjust dose** window. The original regimen standard dose calculation can be found in the admin details of the drug

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ADDING DRUGS TO A PRESCRIPTION
Medications window

To add a drug, start with either A or B below, depending on whether the drug will be added to the chemo or support regimen order, or will be a stand-alone item, then continue from step C
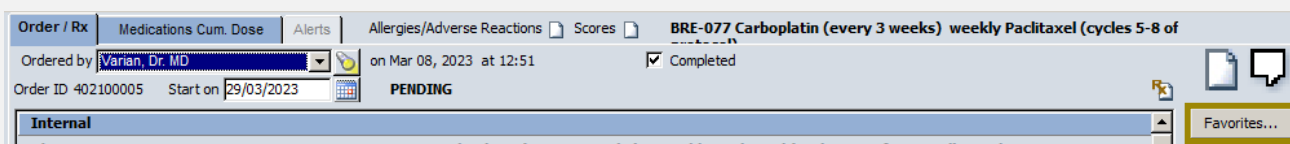
A: When prescribing as a stand-alone prescription
Select **New…** from the **Orders/Rx** tab
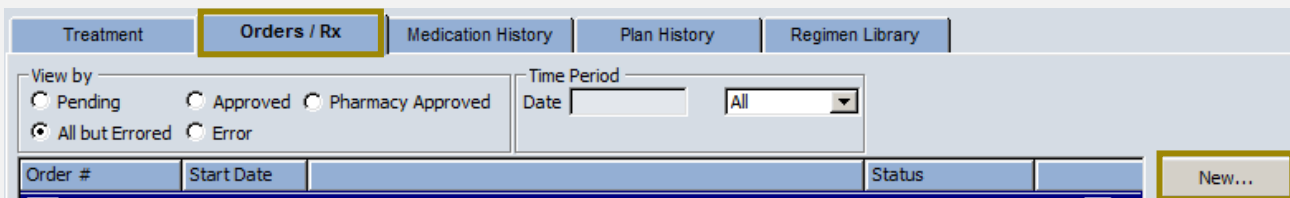
**B: When prescribing a regimen at the same time**
Complete the prescribers name (if not already completed) and the start date, then select **Favourites**.
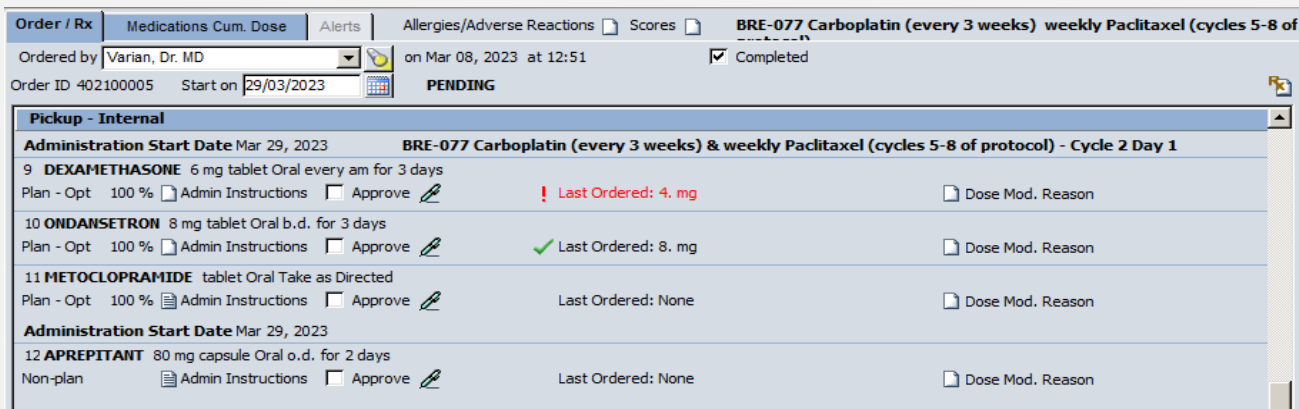Without completing this information the Favourites button will not be enabled

C: In the favourites tab, click on the bold folder name to expand then highlight the required item and click **Add**. Administration details can be modified once the drug has been added to the prescription so as long as the displayed drug name, form and route is correct, all other details can be amended
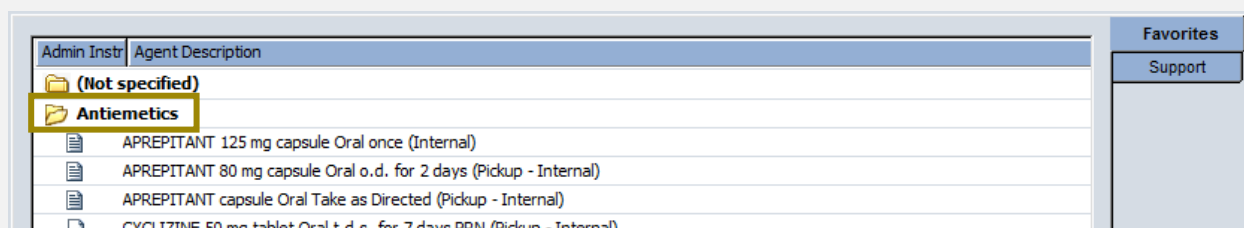
The added drug is now on the prescription. The sequence of drugs in the regimen is the order in which they will be administered so ensure added Internal drugs are positioned correctly on the order. To move a drug, highlight it by clicking on the line once then use the up and down arrows in the bottom right-hand side of the window ⬆⬇. To amend the added item, highlight then select **Modify**. See page 13

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PRESCRIBING A SUPPORT REGIMEN
Medications window

To add a support regimen, start with either A or B below, depending if you would like the regimen included in the chemo regimen order, or as a stand-alone item then continue from step C
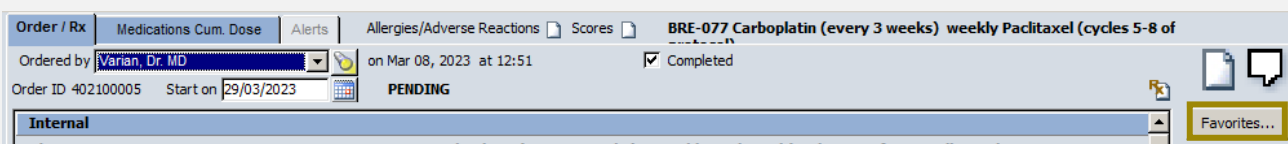
A: When prescribing as a stand-alone regimen
To add a drug, select **New…** from the **Orders/Rx** tab
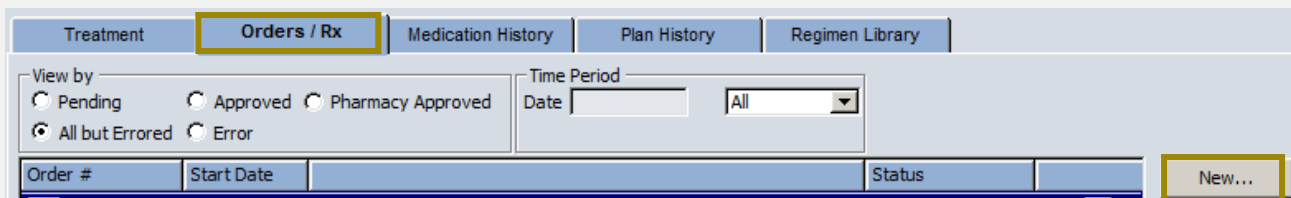

B: When prescribing another regimen at the same time
Complete the prescribers name and the start date then select **Favorites**.
NB: Without completing this information the Favorites button will not be enabled

C: Click on the **Support** tab, expand the folder you require then click once on the required regimen to show the detail in the right-hand panel. Select starting cycle number and check box beside day to be ordered then **Add**.
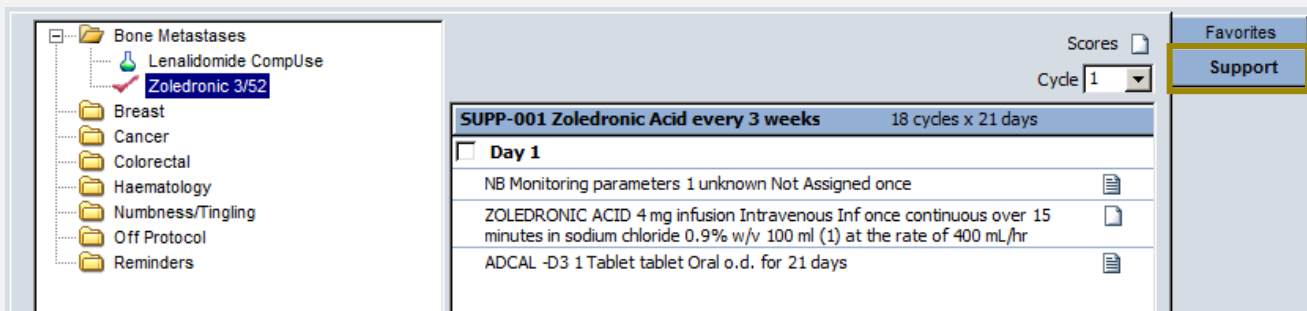
The support regimen is now on the **Orders/Rx** tab and can be amended and completed in the same way as a chemotherapy regimen.

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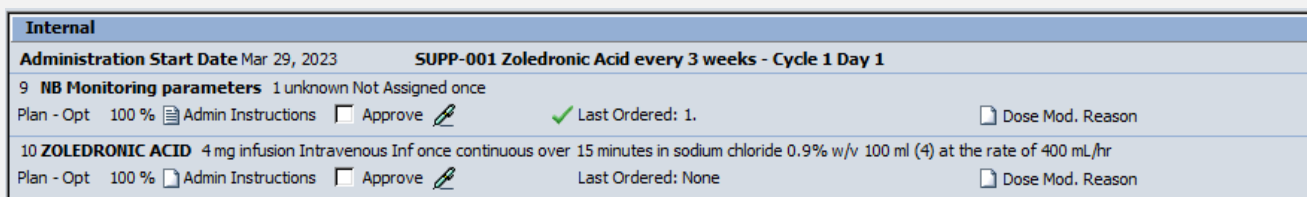
REVIEWING THE ORDER OF ADMINISTRATION OF ADDED INTERNAL DRUGS

Added Internal drugs from either the favourites or a support regimen, will appear at the bottom of the selected day's list of Internal drugs when first prescribed, then at the top of the list of Internal drugs from the second order onwards. As the order that the drugs appear in on the prescription, is the order of administration, any added favourite or support regimen drugs must be moved into an appropriate position. To do this, highlight the drug then select the arrows in the bottom right-hand side of the window to move the drug up or down. This will need to be repeated each time the drug is on the prescription as ARIA will not retain the position of the added drug from one cycle to another.

Pick-up Internal drugs need not be moved as they are not listed in administration order.

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COMPLETING AND APPROVING THE PRECRIPTION
Medications → Order/Rx

Once all changes have been applied, select **All Approve** to complete or **OK** to leave the order pending

The screening window appears following selection of the approve button. The ARIA screening tool must not be relied upon. A manual evaluation of drug interactions and allergies must be performed. However, this screen must be acknowledged for the prescription to be approved, select **Accept** to continue. ARIA will then notify of any discrepancies it has found e.g. infusion rate outside set parameters. Select **Yes** to continue or **No** to return to the prescription and amend the discrepancy.

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SECTION 6:
PRESCRIBED REGIMEN MAINTENANCE

MODIFY, DELAY AND DISCONTINUE REGIMEN
Medications ➜ Treatment Tab

Once a cycle has been approved, the prescription will appear on the **Orders/Rx** tab and the full regimen will appear on the **Treatment** tab.

Status of Rx:
Ordered = Ordered and approved by prescriber
Pending = Pending completion by prescriber
Not Ordered = Not ordered

Planned treatment cycles and dates for the approved chemotherapy regimen are displayed on the left of the screen. Click each cycle to show the status of the regimen

Medications Window ➜ Treatment Tab ➜ Green Pen (on left)

Each regimen that has at least one cycle approved, appears on the **Treatment** tab and has it's own 'Green Pen menu'. Regimen titles in blue are chemotherapy regimens (only one can be prescribed per patient) and regimen titles in black type are support regimens (more than one can be prescribed per patient and in addition to a chemo regimen). Click once on the green pen to view the menu options

Modify: Add or remove cycles, change cycle length or inactivate days/cycles
Delay: Delay day or cycle of treatment
Discontinue: Discontinue regimen. Select to discontinue ONLY when all required doses have been administered
Show Summary: Displays details of the regimen including indication and treatment summary

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MODIFY REGIMEN
Medications ➔ Treatment Tab ➔ Green Pen ➔ Modify

Cycles can be added or removed, or the cycle length can be changed.
To add cycles, always enter the number of the last cycle of the current prescription in the
'repeat starting at cycle' box to ensure that the regimen is copied and continued from the
current setup. Adding cycles from a different cycle starting point may reintroduce loading doses
or dose escalations

Modify by Adding or Removing Cycle(s)

Current # Cycles 6   Standard # Cycles 6   Add ▼ [   ] cycle(s)   Repeat Starting at Cycle 1 ▼

*Cycles added are based upon the approved regimen from Planner (and not based on changes to the cycles for this patient) and all added cycles/days are always active

Modify by Changing Cycle Length

Current Cycle Length 21   Standard Cycle Length 21   New Cycle Length [   ] ▼   Starting Cycle 2 ▼

*Changes apply to the new and existing cycles

By selecting the option below, all subsequent Day 8 treatments will be Inactive but Day 1 will still be available

Modify by Changing Status of Existing Cycle Days

Remaining cycle days after Cycle 1 Day 8

Day	Active	Inactive	Custom	Medications
Day 1	⦿	○	○	NB Monitoring parameters, NB pre-meds 30 mins pre chemo, DEXAMETHASONE, RANITIDINE, CHLORPHENAMINE, METOCLOPRAMIDE, NB Check accuracy of % dose reductions, PACLITAXEL, GEMCITABINE, DEXAMETHASONE, METOCLOPRAMIDE
Day 8	○	⦿	○	NB Monitoring parameters, NB Check accuracy of % dose reductions, GEMCITABINE

By selecting the '**Custom**' radio button on day 8 in the picture above, the window shown on the right will appear. This will allow you to inactivate day 8 of the regimen on selected cycles rather than all cycles.

Day 8		
Active	Inactive	Remaining Cycles
⦿	○	**Cycle 2**
⦿	○	**Cycle 3**
⦿	○	**Cycle 4**
⦿	○	**Cycle 5**
⦿	○	**Cycle 6**

DISCONTINUE REGIMEN
Medications ➔ Treatment Tab ➔ Green Pen ➔ Discontinue

Ordered by [   ] ▼

Discontinue BRE-077 C5-8

On Mar 08, 2023

Reason [   ] ▼

[   ]

There are pending regimen dose recordings. Select which dose recordings you want to discontinue:

○ None
○ All
○ Starting from effective date (Mar 08, 2023)
○ Starting after effective date (Mar 09, 2023)

[Approve] [Cancel]

Select the reason for discontinuation from drop down list. Select **Custom** from list to then free-type in box for something not listed. Remember to **first** discontinue any agents added from favourites to that regimen as they won't automatically be discontinued with the regimen

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Cancer Collaborative**

DELAY REGIMEN
Medications → Treatment Tab → Green Pen → Delay

Ordered by [▼]

Delay   ⦿ Next to be Given   Cycle [1] Day [1] of BRE-077 C5-8
        ○ Next to Order

On   Mar 08, 2023

For [1] [Week(s) ▼]

Reason [▼]

[   ]

[Approve] [Cancel]

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

Set Effective Date

Today's Date [Feb 11, 2020 11:04:00]

┌─ Effective Date ─────────────────
Select Date [<<] [January ▼] [>>]
             [<<] [2020] [>>]
  S M T W T F S
              1 2 3 4
  5 6 7 8 9 10 11
  12 [13] 14 15 16 17 18
  19 20 21 22 23 24 25
  26 27 28 29 30 31

Select Time [11:04:00]
Effective Date [Feb 11, 2020 11:04:00]

[Set Date]   [Reset to Today]

[Close]

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.

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APPLY REGIMEN UPDATES
Medications ➔ Treatment Tab ➔ Green Pen ➔ Show/Apply Amendments

When an ARIA regimen template has been updated, this will be indicated by a red asterisk next to the regimen name in the Treatment tab. Regimen updates should be applied when available. Click on the green pen then select Show/Apply Amendments.
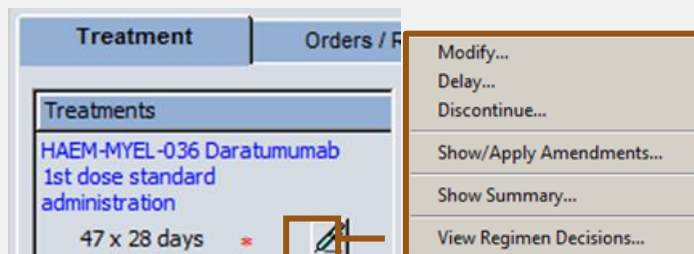
The following screen will list some of the amendments made. Ensure the 'Update patient data with amended plan changes' then OK to apply changes.
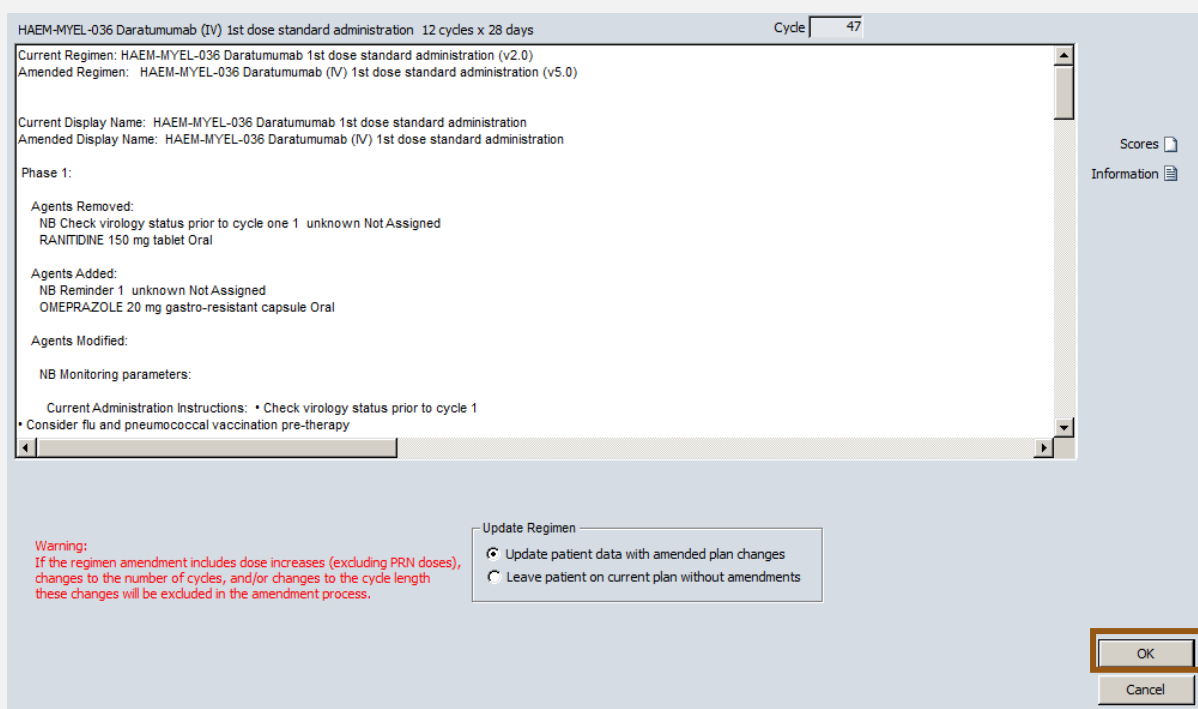
If dose changes were made on the regimen before applying the updated regimen, ensure these have been carried forward.

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SECTION 7:
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
○ Pending ○ Approved ○ Pharmacy Approved
◉ All but Errored ○ 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**	A
📁 402100005	Mar 29, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	**APPROVED**	A

Buttons: 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		
☐ 📁	402100005	Mar 29, 2023
☐ 📁	402100004	Mar 22, 2023
☐ 📁	402100003	Mar 15, 2023
☐ 📁	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**

Order #	Start Date		Status	
📁 402100005	Mar 29, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	**APPROVED**	A
📁 402100004	Mar 22, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	**APPROVED**	A
📁 402100003	Mar 15, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	**APPROVED**	A
📁 402100002	Mar 08, 2023	BRE-077 Carboplatin (every 3 weeks) & weekly Paclitaxel (cycles 5-8 of protocol)	**APPROVED**	Rx✓ A

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

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Cancer Collaborative**

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

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

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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 oin 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 M\ 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.

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SECTION 8:
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.

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

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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 (see page 23).

Enter the administration time and dose as appropriate
Use the plain paper to document batch number, expiry or any notes
The lined paper continues to contain any drug specific administration instructions

Detailed Recording

For SACT 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

2nd 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

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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…**

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

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**.

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SECTION 9:
PRESCRIBER WORK-LIST

Provider Approval → Prescriptions

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

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.

Varian, Dr. MD
(All)

Prescriptions to be Approved for - Varian, Dr. MD   Modify...

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 (DVD)

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 Jun 08, 2020   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

Favorites...
Add...
Modify...
Adjust Start...
Discontinue...
Delete
Screen...
Adjust Dose...

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

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SECTION 10:
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

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.

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SECTION 11:
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
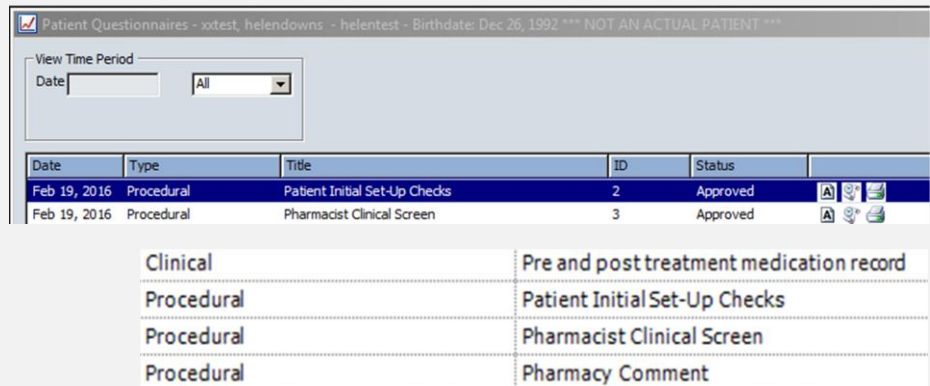
Complete the questionnaire as appropriate then select **Approve** to complete or **OK** to save part-completed details to return to later.
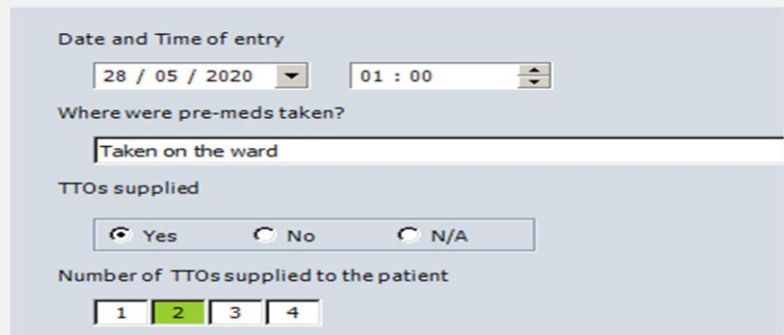
NOTES

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.
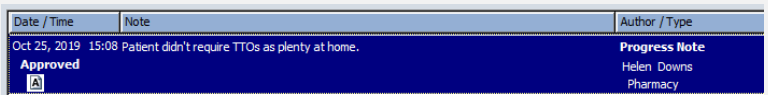
Use the filters at the bottom of the screen to show by note type and author type
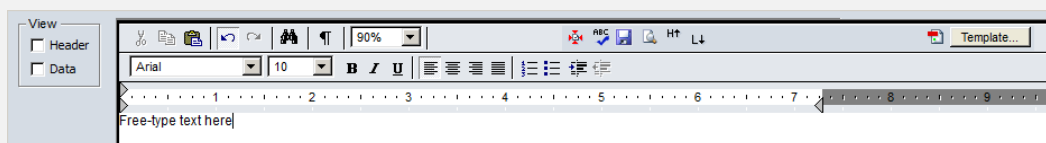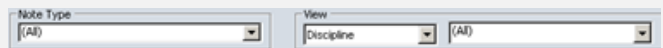
Select **New** to start a new note. If note templates are available, they will be shown on a pop-up window for selection. Select to choose a template or select **Cancel** to start a blank note. Complete the note as a free-text document then select **OK** to save but return to later or **Approve** to complete

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SECTION 12:
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.
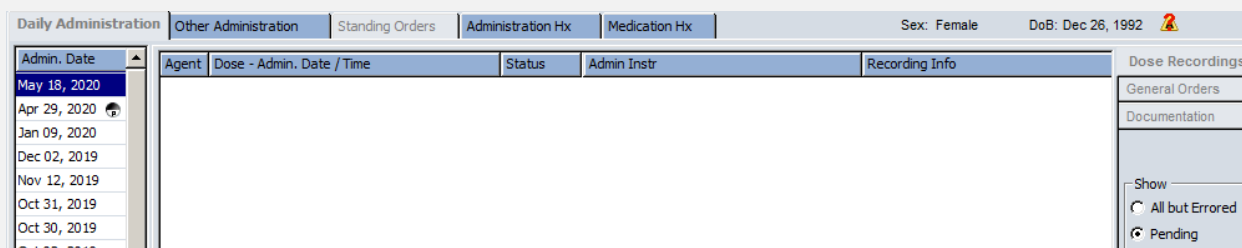
Click once on the bottom administration line of the drug you required, then select '**Error'** then '**Yes'** to the pop-up window.
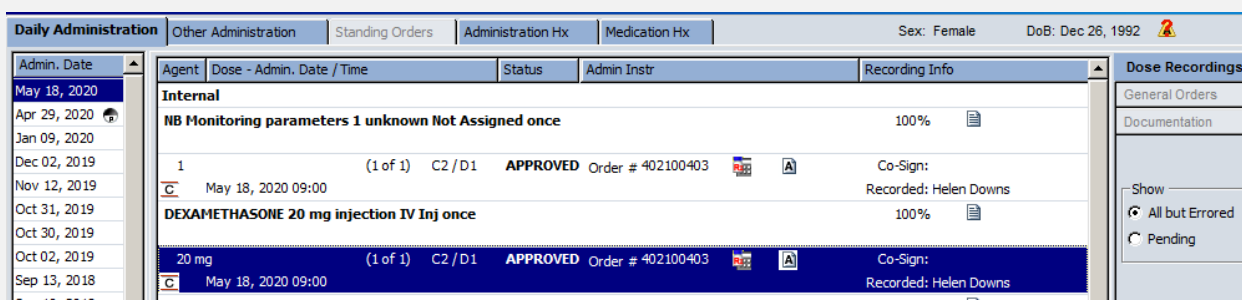
Enter a reason for erroring the dose recording when prompted and **OK** to complete. The dose recording entry will now return to a **Pending** state

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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**.

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'**

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

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SECTION 13:
FAVOURITE DRUGS

Favourite drugs are an agreed list of drugs which can be prescribed ad-hoc, either by adding to a standard regimen or as a stand-alone prescription. Only drugs in the favourite list can be added, prescribers do not have access to add drugs from scratch. Favourite drugs should **ONLY** be added from the local formulary.

FAVOURITE DRUGS – ADD TO MASTER LIST
System Admin → Favourite Agents → Master List → New

Type the drug name, keeping the **Formulary Only** box checked then highlight required drug and select **OK**. If the drug required is not listed, it will need to be added to the formulary before proceeding

FAVOURITE DRUGS – ADD DRUG DETAILS

Complete all white-backed fields as necessary. For guidance on completing these fields, refer to the regimen building SOP. Do not duplicate information from the drop down boxes in the admin instructions. Once the **OK** button has been selected the following fields cannot be modified: **Agent, Dose, Range, Unit, Form, Route, Prescription Type and Additional Instructions**

Once added to the master list, the entry will need to be checked by an appropriately trained pharmacist (or technician if it was built by a pharmacist) before adding to any prescriber lists

FAVOURITE DRUGS – ADD TO PRESCRIBERS LISTS
System Admin → Favourite Agents → Master List

Highlight the drug to be added by clicking on it once then select '**Add**'

Select '**All Institutions**' from the drop-down menu then select the prescribers who will have the drug on their list. Clicking on the blue box will select all prescribers and clicking on the grey box will de-select all prescribers. Select **OK** to complete

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FAVOURITE DRUGS – PROVIDER LIST
System Admin → Favourite Agents → Provider List

Select the prescriber from the drop-down list, The master list appears on the left and the selected prescribers list on the right. Click on a drug from the master list then select **Add** to add or click on a drug on the prescribers list then select **Remove** to remove.
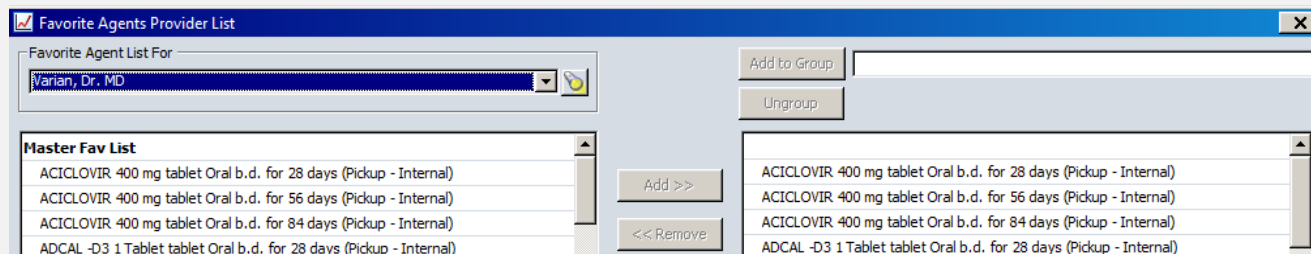
FAVOURITE DRUGS – COPY PROVIDER LIST
System Admin → Favourite Agents → Copy Provider List

Select a prescriber from the drop down menu on the left whose list you wish to copy then select a prescriber on the right who will receive the updated list. Select from the radio boxes to either add to the prescriber's exising favourites list or to replace replace the existing list. Select **Copy** to to complete.
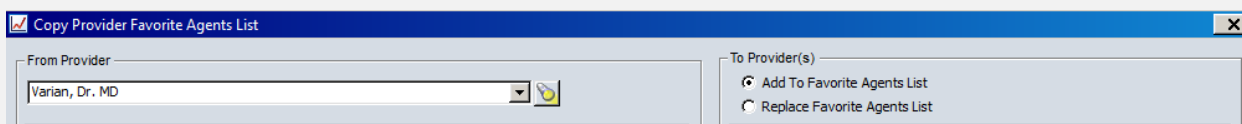
FAVOURITE DRUGS – ADD TO GROUP
System Admin → Favourite Agents → Provider List
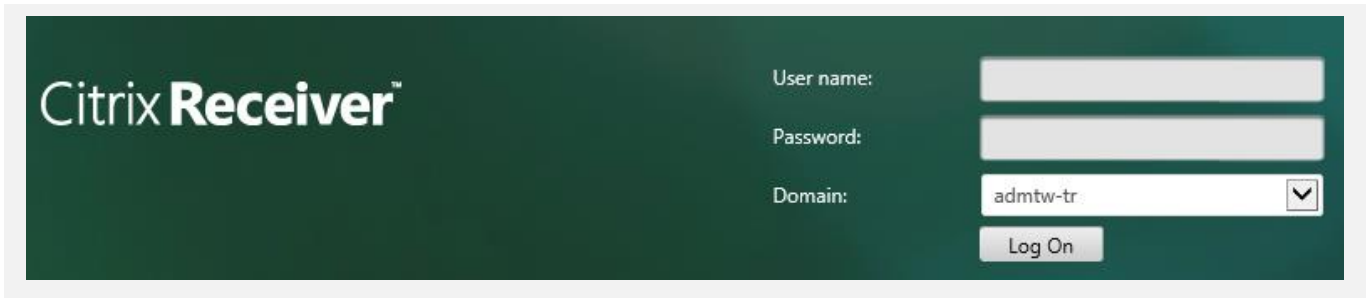
Select a prescriber from the drop down menu on the left whose list you wish to update. Select drugs from the right hand side that you wish to group together. Multi-select is possible in this window. Enter a name for the group in the box then select '**Add to Group** to complete
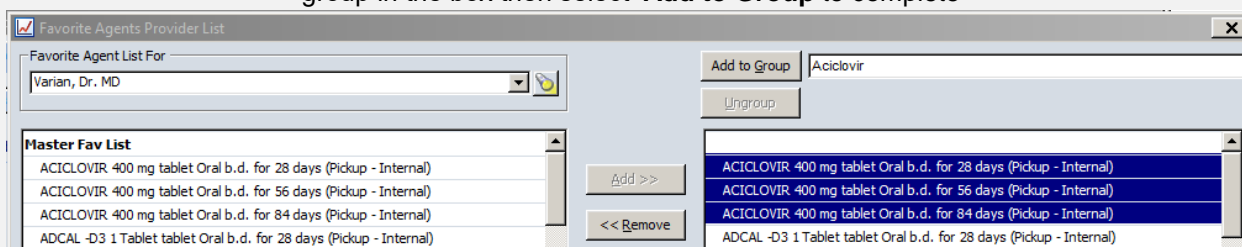
Selected drugs are now in a separate folder underneath the main '**(Not specified)**' list. Click on the folder symbol to expand and view the drugs contained within

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SECTION 14:
SECURITY FUCTIONS
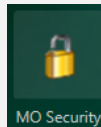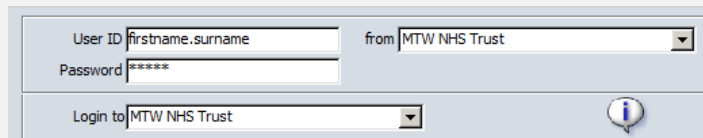
Select **MO Security**
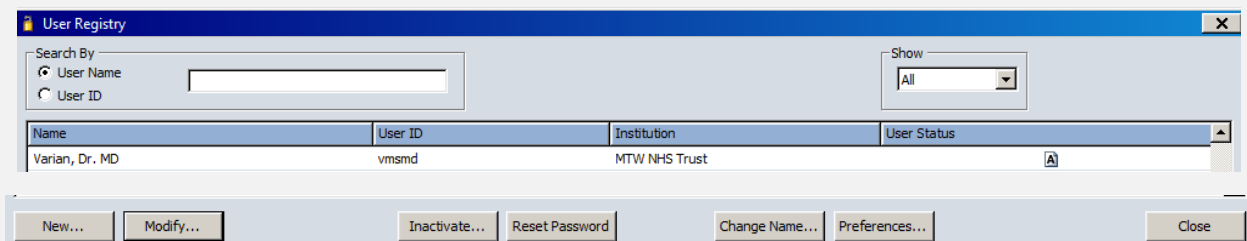
Enter your username as **User ID**. This is usually first name.surname format. **From** should <u>always</u> be MTW NHS Trust and **Log into** should be the same. Your password must be between 6 and 10 characters long, start with a capital letter and be mixed case. It should contain at least 2 numbers, no special characters and be unique from the previous 5 passwords

USERS – USER REGISTRY

All users are listed here. Choose to show **All**, **Active**, **Inactive** or **Suspended** using the drop-down menu.

- **New:** To create and new user. Full details on following page
- **Modify:** To change a user's user group. If performing this task, ensure the change of group is appropriate for that user and if unsure, contact their line manager or trainer. Users requesting access to the system admin or validation user groups should be referred to the system administrator. Refer to the user administrator roles and responsibilities document for full details and limitations
- **Inactivate:** Users can never be deleted once on the system. When system access is no longer required, select to inactivate a user.
- **Reset Password**: After selecting, the user's password will be reset to the default. They will then need to log in and create a new password

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CREATE AN ACCOUNT

Select New from the User registry then Cancel

NAME/ADDRESS TAB

Enter first and last names in full. Leave all other fields blank

Name Type	First	Initial	Last	Preferred
Legal	(None)			☑

PHONE/EMAIL TAB - Leave blank

GENERAL TAB

- **User ID:** As previously entered
- **From:** Always select MTW NHS Trust
- **User Group:** Select from drop-down menu as appropriate for job role.
- **Practice Management User ID:** Leave blank
- **Discipline:** Select from drop-down menu as appropriate for job role
- **Designation:** Leave blank
- **Classification:** Select from drop-down menu as appropriate. Always complete for consultants, not essential for other users
- **Preferred Method of Correspondence:** Leave as 'Unspecified'

User ID [ ] ☐ Emergency Access
from [▼]
User Group [▼]
Practice Management User ID [ ]

Discipline [▼]
Designation [▼]
Classification [▼]
Preferred Method of Correspondence [Unspecified ▼]

- **Provider box:** For prescribers only, check the '**Provider'** box
- **Institution Button:** Highlight each ward/department in turn from the trust relevant to the user from the panel on the left then select **Add**. It is not necessary to enter Hospital or Trust locations to most accounts, the exceptions being Nurse + Planner and User Admin which will both need 'MTW NHS Trust'. To remove a ward/department, highlight entry and select **Remove**<<.

[Institution...]
☐ Provider   [Link Xref(s)...]
☐ Auto Create Visit Bill Events
☐ Auto Create Med Bill Events
☐ Auto Create Test Bill Events

ID KEYS TAB – Complete for consultants and non-medical prescribers only

Enter the consultant's GMC number prefixed with 'C' or the non-medical prescriber's registration number into the GMC# field. To find a GMC number go to https://www.gmc-uk.org/registration-and-licensing/the-medical-register#searchTheRegister then search the register. To find a pharmacist registration number (only if they are in the Consultant group), go to https://www.pharmacyregulation.org/registers/pharmacist then search the register

Name/Address	Phone/Email	General	**ID Keys**

Institution [MTW NHS Trust ▼]   ☐ Show History

Provider	Value	Valid Entry	Entered On	Expiry Date
Global Identifier				
GMC #		☑		
GP Practice Code		☑		
GP_ID		☑		
PAS ID		☑		

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AGENTS – AGENT FORMULARY

Drugs already in the formulary are listed in alphabetical order. Drugs should be added to the formulary from the First Data Bank (FDB) wherever possible as these will then contain interaction and contraindication screening functions. If the drug is not available in the FDB then it should be addedfrom scratch. Drugs added from the FDB will be in capital letters, drugs added from scratch will be in normal sentence case

Agent Name	Agent Dosage Form
ABEMACICLIB	tablet (Oral, mg)
Abiraterone (Trial)	tablet (Oral, mg)
ABIRATERONE ACETATE	tablet (Oral, mg)

AGENTS – NEW – ADD FROM FDB

Select **New** to add a drug then select the **First Databank** tab then search by drug name

Check the box next to the drug, route and form you require then **OK**

Agent	First Databank	Agent Information

Search Agent Name: tras

	Agent Name	Dosage Form / Route	Formulary Map Code
☐	TRASTUZUMAB	injection (Subcutaneous Inj)	
☐	TRASTUZUMAB	infusion (Intravenous Inf)	
☐	TRASTUZUMAB DERUXTECAN	infusion (Intravenous Inf)	
☐	TRASTUZUMAB EMTANSINE	infusion (Intravenous Inf)	

Once added, the drug entry will need completing via **Modify** before it is ready to use

AGENTS – ADD FROM SCRATCH

Drugs should only be added from scratch following approval from the system administrator.

Select **New** to add a drug then select the **Agent** tab

Complete the agent name in standard sentence case then add dosage form and administration route from the drop down menus

Agent	First Databank	Agent Information

Agent Name:
Dosage Form:
Admn Route: Not Assigned

To complete the rest of the drug details follow instructions of '**Agents** – **Modify**' below

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AGENTS – MODIFY

- **Agent Name:** Not an amendable field
- **Dosage Form:** As selected on drug selection
- **Admn Route:** As selected on drug selection
- **Strength:** Leave blank
- **Unit of Measure:** Select from drop down list.
- **Formulary Map Code:** Auto-completed, no action required
- **Drug Desc ID:** Auto-completed, no action required
- **Preparation Type:** Select Aseptic for treatment drugs prepared aseptically
- **Rounding method:** Select as appropriate. For dose banded drugs, a symbol will appear to allow the table to be inputted
- **Round to Nearest:** Add a rounding to value if appropriate
- **Concentration:** Add a value per ml as appropriate
- **Drug Class – General:** Select Chemotherapy if appropriate, leave blank in all other cases
- **Drug Class – Billing:** Select Chemotherapy if appropriate, leave blank in all other cases
- **Drug batch dispensing label:** Leave blank

Agent	Agent Information
Agent Name	TRASTUZUMAB
Dosage Form	Infusion
Admn Route	Intravenous Inf
Strength	Unit Of Measure mg
Formulary Map Code	
Drug Desc ID	057874

Pharmacy
Preparation Type: Aseptic
Rounding Method: Dose Banded
Round to Nearest: .0
Concentration: 21 /mL ☐ Default Concentration

Classification
Drug Class - General: Chemotherapy
Drug Class - Billing: Chemotherapy

AGENTS – MODIFY - DOSE BANDING

Change Rounding Method drop down menu to 'Dose Banded' then click on 🔴

Select Add to add lines and Remove to remove them. The table must not contain any gaps. The dose range minimum must be to 2 decimal places and the maximum to 4 decimal places

Dose Range Minimum	Dose Range Maximum	Ordering Dose		
161.03	192.4699	176.4		Add
192.47	230.0399	210.0		
230.04	272.1899	252.0		Delete
272.19	314.2999	294.0		
314.3	356.3799	336.0		
356.38	408.2899	378.0		
408.29	471.4499	441.0		
471.45	544.3799	504.0		

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SECTION 15:
BUILDING QUESTIONNAIRES

Planner → System Admin → Questionnaires

All available questionnaires are listed. Select **New** to start a new questionnaire

Type	Name	Title	Status	Active	Pt Enterable	Pt Enter Sort Order
Procedural	Treatment screening	Pharmacist Clinical Screen	Approved	Active		
Procedural	Pharmacy Comment	Pharmacy Comment	Approved	Active		
Procedural	Regimen/Dose Change	Regimen/Dose Change	Approved	Active		
Procedural	System Recovery	System Recovery	Approved	Active		

New
Preview...
Copy

- **Name:** Short name, only visible in Planner
- **Title:** Full title seen by the user in Manager
- **Type:** Choose from drop-down list
- **Active:** Tick for active, untick for inactive
- **Add:** Select to add a new line to the questionnaire
- **Remove:** Select to remove line from questionnaire
- **Type:** Select from drop-down list.
- **Number:** Used to define order of fields
- **Prompt:** Description of information required
- **Approve:** Approve questionnaire for use

Questionnaire Details
Name
Title
Type
☑ Active   ☐ Patient Enterable   Patient Enter Sort Order

Questions
Sort Or... | Type | Prompt

Question Details
Tag
Type   Sort Order   ☐ Required   ☐ Shared
Number   Prompt

Additional Question Details
No additional details required for the selected question type.

Add   Remove

Approve   Apply   OK   Cancel

An example of each frequently used '**Type'** of field has been selected below and the output displayed on the right in an example questionnaire. **DO NOT** use long text as this will cause a system error.
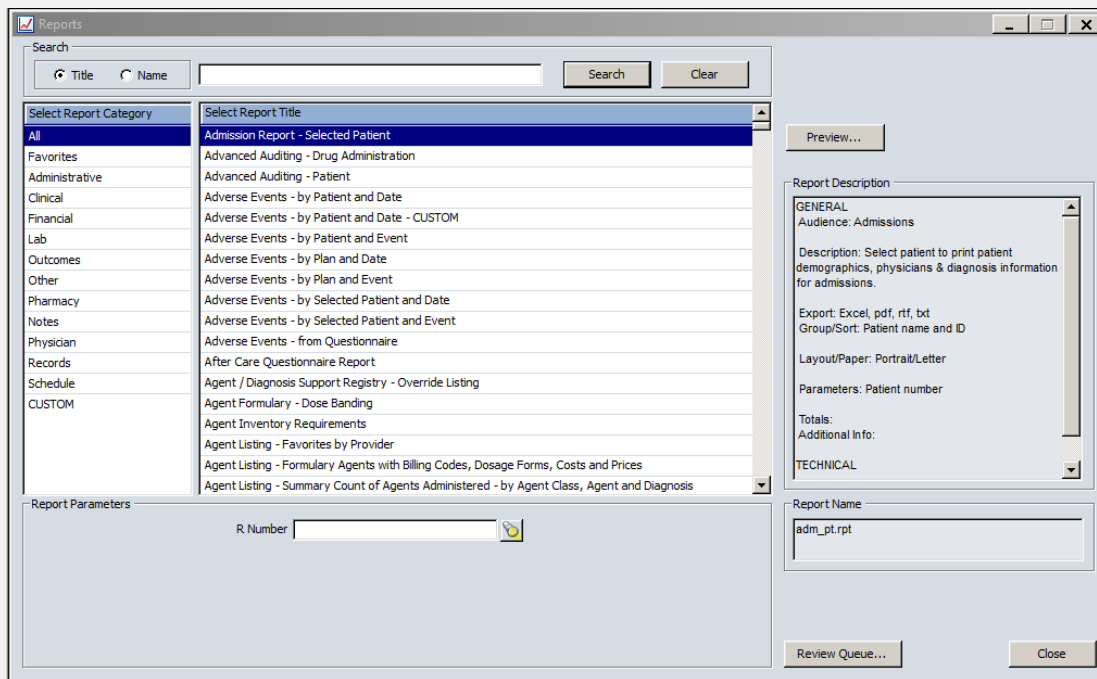
Questions

Sort Or...	Type	Prompt
10	DateTime	Date and Time of entry
20	Pick List	Where were pre-meds taken?
30	Yes/No/NA	TTOs supplied
40	Range	Number of TTOs supplied to patient
50	Text Header	Staff details
60	Short Text(40)	Name
70	Short Text(40)	Designation

Title: Pre and post treatment medication record
Type: Clinical

Date and Time of entry
/ /   00 : 00

Where were pre-meds taken?

TTOs supplied
☐ Yes   ☐ No   ☐ N/A

Number of TTOs supplied to patient
1 01 02 03 04 4

Staff details
Name

Designation

It is not possible to amend the set-up of questionnaires so if changes are needed, select to **Copy** the existing questionnaire then amend the copy, remembering to inactivate the original questionnaire once the updated one is approved for use

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SECTION 16:
RUNNING REPORTS

File ➔ Reports

Search: Title = Full display title of report, Name = Abbreviated report name

Report Category: Pre-defined category assigned to each report. Select All to display all in alphabetical order by display title

Select report title: Scroll down list. Click once to select and display report description and enter required parameters

Report Description: Details of the data which the report does and doesn't capture and how it is displayed

Report Name: Abbreviated report name

Preview: Once the report you require has been highlighted and any required parameters completed, select Preview to run the report

Commonly required parameters:

Provider: Prescriber

Institution: Appear as ward/department level, hospital level and Trust level. The institution named MTW NHS Trust will return results for all levels of institution at all Trusts. For results from MTW only, select Maidstone & Tunbridge Wells NHS Trust.

Plan Name: Appears in Planner and should be entered between 2 asterix and exactly as it is entered in planner including spaces and capitalisation

Rx Type: **Int** = Internal (given on the ward/department), **PUInt** = Pick-Up Internal (given to the patient to take home), **PUExt** = Pick-Up External (Not used)

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