ARIA REGIMEN BUILDING & VALIDATION PROCESS FOLLOWING PROTOCOL APPROVAL

NHS
Kent and Medway Cancer Collaborative

	Task	Individual(s) Responsible
1.	Ensure the drugs required for the regimen are available on ARIA and, where appropriate, dose banded to national dose banding tables and in accordance with dose banding SOP.	System Administrator
2.	Allocate regimen building to an appropriately trained person.	KMCC Administrator
3.	Email the validating pharmacist when the regimen is ready for validation stating the name, version and date of the regimen to be validated, the name of the builder and an approximate time scale for completion.	KMCC Administrator
4.	Validate the regimen, referring any changes to the regimen builder and any system queries to the system administrator	Validating Pharmacist
5.	Forward the Protocol and validation SOP, complete with test patient, regimen details and cycles to be checked, to the nominated consultant for validation	KMCC Administrator
6.	Receive validation checklist from consultant and store electronically	KMCC Administrator
7.	Forward the Protocol and validation SOP, complete with test patient, regimen details and cycles to be checked, to the nurse for validation.	KMCC Administrator
8.	Receive validation checklist from nurse and store electronically	KMCC Administrator
9.	Inform the validating pharmacist that consultant and nurse validations are complete and they can now continue with the pharmacist validation.	KMCC Administrator
10.	Receive validation and sign off from validating pharmacist and store electronically	KMCC Administrator
11.	Be first point of contact for any system access and navigation problems and queries from all validators.	System Administrator
12.	Regularly review the work plan and follow up outstanding validations.	KMCC Administrator / System Administrator
13.	Ensure all validation documents are present and signed	System Administrator
14.	System administrator will make network approved regimens live	System Administrator
15.	In the absence of the system administrator or for non-network approved regimens, the Trust EP pharmacist may be required to make regimens live	Trust EP Pharmacist