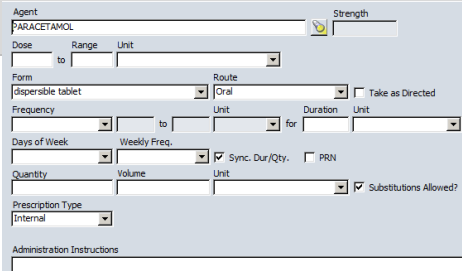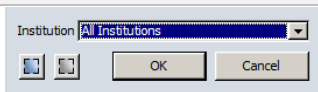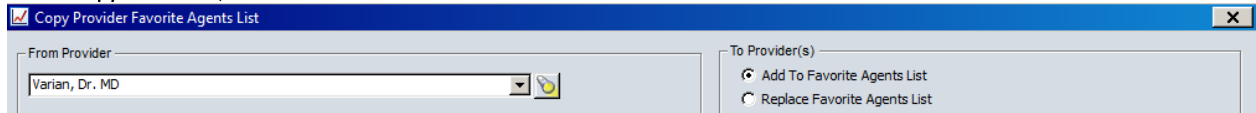## PROCESS FOR REQUESTING, APPROVING, ADDING AND REMOVING FAVOURITE AGENTS IN ARIA

1. SUBMIT REQUEST TO KMCC SYSTEM ADMIN

The lead EP pharmacist from requesting Trust submits a completed **KMCCEP013 Request to add or amend a drug in the Aria formulary** to the system administrator (or a suitably trained technician or pharmacist in their absence) who then adds the drug to favourites following the steps below. The addition of SACT drugs to the favourites list is not permitted except in exceptional circumstances. Such requests must be agreed by the system administrator before proceeding. Any requests for anti-microbial drugs will have to be agreed by each Trust before being added

2. CHECK THE DRUGS IN THE FORMULARY
Security ➔ Agents ➔ Agent Formulary

If the drug you require is not displayed, it will need adding into the formulary before adding to Favourites.
Refer to **KMCCEP007 Adding, amending & deleting agents from the Aria formulary**

3. ADD DRUG TO MASTER FAVOURITES LIST
Manager ➔ System Admin ➔ Favourite Agents ➔ Master List ➔ New ➔ 🔍

Type the drug name, keeping Formulary Only box checked then highlight required drug and select OK. 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.

4. CHECK DRUG ENTRY IN ARIA

Requesting or KMCC pharmacist (or suitably trained technician if built by a pharmacist) checks entry on Master Favourites list by selecting View, referring any changes to the builder as necessary.

5. CHOOSE ONE OF THE FOLLOWING OPTIONS

ADD DRUG TO MAIN FAVOURITES LIST
Manager ➔ System Admin ➔ Favourite Agents ➔ Master List ➔ Highlight Drug ➔ Add

Select 'All Institutions' from the drop-down menu at the bottom and select the prescribers to whom the drug will be available for use. Use the blue box to select all and the grey box to de-select all then click on individual prescriber's names to select/de-select. Select OK to confirm.
Ensure the correct group of prescribers are assigned to the drug, either all prescribers who treat paediatric patients or all prescribers who treat adult patients. To identify the paediatric prescribers, open Security – user group – Highlight MTW paeds prescriber – User list

ADD DRUG TO NAMED FOLDER IN EACH PROVIDERS FAVOURITES LIST:
Manager ➔ 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 'Add to Group' box then select '**Add to Group'** then OK to complete

This prescribers list will then need to be copied onto the other providers lists: Manager ➔ 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.

6. MODIFY OR DELETE A DRUG FROM FAVOURITES
Manager ➔ System Admin ➔ Favourite Agents ➔ Master List ➔ Highlight Drug ➔ Select Remove

Select 'All Institutions' from the drop-down menu at the bottom and select all the prescribers listed then OK to complete. The agent can now be modified or deleted.

7. SYSTEM ADMINISTRATOR (OR, IN THEIR ABSENCE THE REQUESTING PHARMACIST) INFORMS CHEMO GOVERNANCE GROUP OF ADDITION AND ANY RESTRICTIONS AS AGREED DURING DRUG REQUEST.

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Written By	H Downs	Authorised by	SACT Governance Group	Date	October 2023	

KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.