

Standard Operating Procedure

Validation of Chemotherapy Protocols in ARIA (Wessex)

(SOP:CH003)

1. Objective

1.1 The purpose of this standard operating procedure (SOP) is to describe the procedure to be followed when validating chemotherapy protocols in ARIA in the Trusts formally part of the Central South Coast Cancer Network.

2. Scope

2.1. This SOP refers to all chemotherapy protocols including clinical trials and nonclinical trials.

3. Responsibility

- 3.1. The Aria lead pharmacist will be responsible for co-ordinating the production of the chemotherapy protocols as per SOP CH001.
- 3.2. The ARIA lead pharmacist will be responsible for maintaining the library of approved chemotherapy protocols as described in SOP CH001.
- 3.3. For non-trial prescriptions the ARIA electronic prescribing system manager, lead pharmacist and / or other suitably trained pharmacist or pharmacy technician will be responsible for building and validating all chemotherapy regimens on the Aria electronic prescribing system.
- 3.4 For trial prescriptions the ARIA electronic prescribing system manager, lead pharmacist and / or other suitably trained pharmacist or pharmacy technician will be responsible for building all chemotherapy trial regimens on the ARIA electronic prescribing system. A pharmacist will validate the regimen on ARIA. A Principal Investigator for that trial will also approve the prescriptions using test patients prior to their release for use on the system
- 3.5 The validation of the regimen on the electronic prescribing system must be conducted by someone different from the person who built the regimen on the system.

SOP:CH003 Validation of	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021	
chemotherapy protocols in Aria				
Written: Rebecca Wills E-	Approved: Dr D Wright, Aria Lead Pharmacist			
Prescribing Pharmacist				



- 3.6 All regimens on ARIA, whether clinical trials or not, will be approved centrally by pharmacy and medical staff from any one of the acute Trusts that are part of the chemotherapy electronic prescribing system project. It remains the responsibility of each Trust to ensure the regimen is fit for use at their organisation. Each Trust must designate who holds this responsibility. For clinical trials this responsibility lies with the named principal investigator at that site.
- 3.7 Only one version of each protocol will be built and validated on the system for all to use. The protocols will be approved as described in this SOP and CH001.
- 3.8 The ARIA lead pharmacist will be responsible for ensuring all documentation in relation to the validation process is maintained.

4 Method

- 4.5 Ensure the validation documents "Validation Checklist for Regimens in "PLANNER' (ARIA Version 13.6 - Adult Regimens Only)" and "Validation Checklist for Prescriptions in "MANAGER' (ARIA Version 13.6 - Test Patients)" are completed during the validation process. This applies to the pharmacy staff validating the build information. Test patients should be assessed using the steps below.
- 4.6 Use the live system for all testing and log into manager. Change the location to RSH OP.
- 4.7 Open the relevant test patients (1, 2 and 3). All dummy patients used for testing Regimens in ARIA are to have their surnames starting with "xxzz" for easy identification, follow by the "Tumour site" eg xxzzLung
- 4.8 For quality assurance and ARIA system checking purposes, we need to present each patient/ regimen with small, medium and large surface areas in order to check for dose calculation and banding accuracy. To achieve this, we set up three dummy patients per regimen each with a different suffix at the end of the first name: -S for small, -M for medium and -L for large. Their NHS number will be identical but with a different suffix, ie. –S for small, -M for medium and –L for large (as below)

First name	NHS number
CarboNSCLC-S	Carbonsclcs

For your information, the surface areas details are as follows:

	Small	Medium	Large
Height (cm)	150	170	190
Weight (kg)	50	68	120
Surface Area m ²	1.43	1.79	2.47

SOP:CH003 Validation of chemotherapy protocols in Aria	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
Written: Rebecca Wills E- Prescribing Pharmacist	Approved: Dr D Wright, Aria Lead	Pharmacist	



- 4.9 Place patient on test regimen. With the medication screen open at start treatment page:
 - 4.5.1 Check that the regimen appears for the appropriate disease **classification**.
 - 4.5.2 For standard regimens the information box (**plan summary**) should either be absent or empty. For clinical trials check that, as a minimum, the trial title, version number and date, EUDRACT number and sponsor appear and that all details are correct.

Manager	
Workup Assessments Manage Tx View Pharmacy System Admin Window Applications Help	
🗀 📴 Hy 🐚 🌐 🛍 🍋 👯 📎 Kay Pa 🗹 🗊 🌆 Close Summary History Notes FlowSheet Clart VitalSigns Exam T#Optime: Rx DrugAdmin ProvAppr Reports	
Medications - ARIA Version 10, Test Patient - ariatest *** NOT AN ACTUAL PATIENT ***	
Start Treatment Orders /Rx Medication History Plan History	2
Von-Hodgkin's Lymphoma CEOP-Cyclophosphamide-Etoposide-Prednisolone-Vincristine 6 cycles x 21 days Sendamustine Day 1 Dec 07, 2012	Order
CEOP-Cyclophosphamide-Etc, ide-Pro ONDANSETRON 8 mg tablet Oral daily for 1 day	
Chlorambucil PREDNISOLONE 100 mg tablet Oral daily for 1 day	Intent to Tx
CVP-Cyclophosphamide-Prednisolone-1 VINCRISTINE SULPHATE 1.4 mg/m2 injection Intravenous daily bolus over 10 minutes for 1 day in sodium chloride VinCRISTINE SULPHATE 1.4 mg/m2 injection Intravenous daily bolus over 10 minutes for 1 day in sodium chloride VinCRISTINE SULPHATE 1.4 mg/m2 injection Intravenous daily bolus over 10 minutes for 1 day in sodium chloride	Scores 🗋
FC W (3 day)-Cycloprosphanide Fluida chlor	
ECPO (5 day)-Cyclophosphanide-Flud CYCLOPH	Select
FUDPOSIDE Capsule Oral daily for 2 days FUDPO-Dexamethasone-Fludarabine (f PREDNISOLONE ID ** Oral daily for 4 days	
Pind Polezamerrasone-nutarianine (Prezewisecowie rock of a condicative rock) Condicative rock of a condicative rock of	
NDANSETRON 8 mg tablet 0 3 days	Cycle 1
Prednisolone-Vincristine (Pre phase) ALLOPURINOL 300 mg tablet Oral Ass	
RCHOP(21)-Cyclophosphamide-Doxoru	
CVP-Cyclophosphanide-Prednisolone A Rituximab (8 weekly)	
- J Rituximab (12 weekly)	
*- In Testing Interesting Clinical Description Classification	Plan
side u cue stage pare i pagi las cinica pesti guar	
	Summary
	Samury
	Close
y P Wills, Rebecca RSH Outpt Clinic - TRAIN • Dec 7, 3	2012 18:58

- 4.10 Order the regimen
- 4.10.1 Check all **drugs**, doses, route, and **administration** instructions are correct as CSCCN protocol.
- 4.11 Click on the "favourites" button
- 4.11.1 Check that the appropriate **support regimens** are available under the favourites and support tabs.

SOP:CH003 Validation of chemotherapy protocols in Aria	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
Written: Rebecca Wills E- Prescribing Pharmacist	Approved: Dr D Wright, Aria Lead	Pharmacist	



📈 Manager	
File Workup Assessments Manage Tx View Pharmacy System Admin Window Applications Help	
😑 🖪 Hy 🗈 📰 🛍 💥 🤡 🏷 🖄 🗹	
Close Summary History Notes Flow-Sheet Chart Vital Signs Exam Tx:Options Rx Drug Admin	
📈 New Prescription Details - ARIA Version 10, Test Patient - ariatest *** NOT AN ACTUAL PATIENT	T ***
Order / Rx Medications Cum. Dose Alerts Allergies/Adverse Reactions Scores CEOP-C	Cyclophosphamide-Etoposide-Prednisolone-Vincristine
Ordered by Vins, MD	ted Line of Tx Tx Intent Tx Use
Order ID 207200001 Start on 07/12/2012 PENDING	
Internal	Favorites
Administration Start Date Dec 07, 2012 CEOP-Cyclophosphamide-Etoposide-Prednisolone	ne-Vincristine - Cycle 1 Day 1 Add
1 ONDANSETRON 8 mg tablet Oral daily for 1 day	
Plan - Opt 100 % 🗎 Admin Instructions 🏾 🦯	Dose Mod. Reason Modify
2 PREDNISOLONE 100 tablet Oral daily for 1 day	Adjust Start.
Plan - Opt 100 % 🗋 Admin Instructions 🥒	
3 VINCRISTINE SULPHATE 2 mg (at 1, 1, 2, 2) injection Intravenous daily bolus over 10 minutes for 1 day i	v in sodium chloride 0.9% w/v 50 mL (1) at the rate of 300 mL/hr Discontinue.
Plan - Opt 100 % Admin Instructions	Dose Mod. Reason Delete
4 ETOPOSIDE 270 mg (at 150 mg/m2) infusion Intraven intermittent over 60 minutes for 1 day in sodi	dium chloride 0.9% w/v 1,000 mL (2) at the rate of 1,000 mL/hr
Plan - Opt 100 % 🗋 Admin Instructions 🏾 🖉	Dose Mod. Reason
5 CYCLOPHOSPHAMIDE 1,300 mg (at 750 mg/m2) injection Intraveno	ay Adjust Dose
Plan - Opt 100 % 🗋 Admin Instructions 🏾 🆉	Dose Mod. Reason
Pickup - Internal	
Administration Start Date Dec 07, 2012 CEOP-Cyclophosphamide-Etoposide	Vincristine - Cycle 1 Day 1
6 ETOPOSIDE 200 mg (at 100 mg/m2) capsule Oral daily for 2 days	
Plan - Opt 100 % 🗎 Admin Instructions 🖉	Dosedan
7 PREDNISOLONE 100 mg tablet Oral daily for 4 days	
Plan - Opt 100 % 🗎 Admin Instructions 🖉	Administration
8 METOCLOPRAMIDE tablet Oral Take as Directed	Administration
Plan - Opt 100 % 🗎 Admin Instructions 🏿 🆉	
	Instructions
Additional administration instructions have been entered	
* Additional administration instractions have been entered	
Print Via Print Label	Cancel
eady P Wills, Rebecca	RSH Outpt Clinic - TRAIN

4.12 Highlight at least one agent on the list and click on the "adjust dose" button.

Manager		
lie Workup Assessments ManageTx View Pharmacy SystemAdmin Window Applications Help		
Close Summary History Notes Flow Sheet Chart Vital Signs Exam Tx: Options Rx Drug Admin ProvAppr Rep.		
New Prescription Details - ARIA Version 10, Test Patient - ariatest *** NOT AN ACTUAL PATIENT ***		×
Order / Rx Medications Cum. Dose Alerts Allergies/Adverse Reactions Scores CEOP-Cyclophosphar	nide-Etoposide-Prednisolone-Vincristine	
Ordered by Vms, MD v	Line of Tx Tx Intent Tx Use	D C
Internal	▲ Fav	rorites
Administration Start Date Dec 07, 2012 CEOP-Cyclophosphamide-Etoposide-Prednisolone-Vincristine -	Cycle 1 Day 1	
1 ONDANSETRON 8 mg tablet Oral daily for 1 day		Add
Plan - Opt 100 % 📄 Admin Instructions 🛛 🖉	Dose Mod. Reason M	odify
2 PREDNISOLONE 100 mg tablet Oral daily for 1 day	Adiu	st Start
Plan - Opt 100 % 🗋 Admin Instructions 🥢	Dose Mod. Reason	
3 VINCRISTINE SULPHATE 2 mg (at 1.4 mg/m2) injection Intravenous daily bolus over 10 minutes for 1 day in sodium chlorid		ontinue
Plan - Opt 100 % 🗋 Admin Instructions 🥒		Delete
4 ETOPOSIDE 270 mg (at 150 mg/m2) infusion Intravenous daily intermittent over 60 minutes for 1 day in sodium chloride 0.9		reep
Plan - Opt 100 % Admin Instructions	Dose Mod. Reason	
5 CYCLOPHOSPHAMIDE 1,300 mg (at 750 mg/m2) injection Intravenous daily bolus over 10 minutes for 1 day Plan - Opt 100 % Admin Instructions		st Dose
Plan - Opt 100% Admin Instructions	Dose Mod. Reason	
Administration Start Date Dec 07, 2012 CEOP-Cyclophosphamide-Etoposide-Prednisolone-Vincristine -	Curle 1 Day 1	
6 ETOPOSIDE 200 mg (at 100 mg/m2) capsule Oral daily for 2 days	Cycle I Day I	
Plan - Opt 100 % 🖹 Admin Instructions 🥒	Dose Mod. Reason	
7 PREDNISOLONE 100 mg tablet Oral daily for 4 days		
Plan - Opt 100 % 🖹 Admin Instructions 🥒	Dose Mod. Reason	Adjust dose
8 METOCLOPRAMIDE tablet Oral Take as Directed		
Plan - Opt 100 % 🗎 Admin Instructions 🥒	Dose Mod. Reason	l dose /
Additional administration instructions have been entered		
Print King Print Label	Approve OK C	ancel
adv P Wills, Rebecca	RSH Outpt Clinic - TRAIN + Dec 7, 2012 19:03	

- 4.12.1 Check that the relevant dose banding tables and dose rounding values have been applied
- 4.12.2 Check that all the drugs can have **doses modified** as you would expect; the dose banding / dose rounding is working and that percentage reductions are correct. Use both the "Change all" and "Change chemo" buttons to check that only the relevant agent doses change.

SOP:CH003 Validation of chemotherapy protocols in Aria	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
Written: Rebecca Wills E- Prescribing Pharmacist	Approved: Dr D Wright, Aria Lead	Pharmacist	



Manager File Workup Assessments Manage Tx	View Pharmacy System Admir	Window Applications Help		<u>_0×</u>	1
Close Summary History Notes F	Iow Sheet Chart Vital Signs E	am Tx Options Rx Drug Admin Pr	ev Appr Reports		
🚽 Adjust Dose - ARIA Version 10, Test	Patient - ariatest *** NOT A	N ACTUAL PATIENT ***		×	
Dose Modification • 100% C 75% C 50% C 25%	O Other ☐ Same as	Last Change All Change Chemo		Reset Modification Reason - Change All Change Unset	
Agent	Full Dose Ordering	% Calculation/Rounding	Admin Last	Reason	
CEOP-Cyclophosphamide-Etoposide-F ONDANSETRON	rednisolone-Vincristine - Cyc	e 1 Day 1 100. 💌 8	8 mg		ck for Dose
PREDNISOLONE	100	100. 💌 100	100 mg		
VINCRISTINE SULPHATE	1.4 1.4 mg/m2	100. 2.506 • 0.1	2 mg		Banding
ETOPOSIDE	150 150 mg/m2	100. 💌 268.5 🠣			Danung
CYCLOPHOSPHAMIDE ETOPOSIDE	750 750 mg/m2 100 100 mg/m2	100. 1,342.5 100. 179 50	1,300 mg		- /
PREDNISOLONE	100 100 mg/m2	100. • 179 • 50	200 mg		Tables /
ONDANSETRON	8	100 8			
ALLOPURINOL	300	100. • 300	300 mm		
ready		IP Wills, Rebecca	RSH Outpt Clinic - TF	OK Cancel RAIN • [Dec 7, 2012 19:02]	Dose Rounding

4.13 Approve cycle 1

Manager	
	Applications Help
Close Summary History Notes Flow Sheet Chart Vital Signs Exam Tx Optio	
New Prescription Details - ARIA Version 10, Test Patient - ariatest *** NOT	TAN ACTUAL PATIENT ***
Order / Rx Medications Cum. Dose Alerts Allergies/Adverse Reactions	Scores D CEOP-Cyclophosphamide-Etoposide-Prednisolone-Vincristine
Ordered by Vms, MD on Dec 07, 2012 at 19:00	
Order ID 207200001 Start on 07/12/2012 PENDING	
Internal	Favorites
	oposide-Prednisolone-Vincristine - Cycle 1 Day 1 Add
1 ONDANSETRON 8 mg tablet Oral daily for 1 day Plan - Opt 100 % → Admin Instructions	Dose Mod. Reason Modify
2 PREDNISOLONE 100 mg tablet Oral daily for 1 day	
Plan - Opt 100 % 🗋 Admin Instructions 🖉	Dose Mod. Reason
3 VINCRISTINE SULPHATE 2 mg (at 1.4 mg/m2) injection Intravenous daily bolus ov	
Plan - Opt 100 % 🗋 Admin Instructions 🖉	Dose Mod. Reason Delete
4 ETOPOSIDE 270 mg (at 150 mg/m2) infusion Intravenous daily intermittent over 60 Plan - Opt 100 % Admin Instructions) minutes for 1 day in sodium chloride 0.9% w/v 1,000 mL (2) at the rate of 1,000 mL/hr
5 CYCLOPHOSPHAMIDE 1,300 mg (at 750 mg/m2) injection Intravenous daily bolus of	
Plan - Opt 100 % Admin Instructions	Dose Mod. Reason
Pickup - Internal	
	oposide-Prednisolone-Vincristine - Cycle 1 Day 1
6 ETOPOSIDE 200 mg (at 100 mg/m2) capsule Oral daily for 2 days Plan - Opt 100 % Admin Instructions	Dose Mod. Reason
7 PREDNISOLONE 100 mg tablet Oral daily for 4 days	Duse Mod. Reason
Plan - Opt 100 % Admin Instructions	Dose Mod. Reason
8 METOCLOPRAMIDE tablet Oral Take as Directed	
Plan - Opt 100 % 🗎 Admin Instructions 🖉	Dose Mod. Reason
4	
* Additional administration instructions have been entered	
Print Print Label	Approve OK Cancel
Princ	Approve OK Cancel
ady PWills, Re	ebecca RSH Outpt Clinic - TRAIN # Dec 7, 2012 19:00
	l l l l l l l l l l l l l l l l l l l
	/ Approve
	Approve Prescription

SOP:CH003 Validation of chemotherapy protocols in Aria	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
Written: Rebecca Wills E-	Approved: Dr D Wright, Aria Lead Pharmacist		
Prescribing Pharmacist			



- 4.14 On the treatment tab check the following:
- 4.14.1 View all cycles on the "Treatment" tab and check that that the correct medications are present for the appropriate days of each cycle. Check **non-cyclical drugs** change as you would expect (e.g. doses of monoclonals change after cycle 1 if appropriate, drugs change on cycle 4 of FEC-docetaxel, etc.)
- 4.14.2 Check the default number of **cycles** and cycle frequency is correct.

Description Description <thdescription< th=""> <thdescription< th=""></thdescription<></thdescription<>	Manager	
Clear Twee Share Date Wellights Dire Dire <thdire< th=""> <thdire< th=""> <thdire< th=""></thdire<></thdire<></thdire<>	File Workup Assessments Manage Tx View Pharmacy System Admin Window Applications Help	
Modications ANIA Version 10, Test Patient - aratest *** NOT AN ACTUAL PATIENT *** Treatmont Orders / Rx Medications ANIA Version 10, Test Patient - aratest *** NOT AN ACTUAL PATIENT *** Treatmont Orders / Rx Medications ANIA Version 10, Test Patient - aratest *** Not AN ACTUAL PATIENT *** Treatmont Orders / Rx Medication History Pion History Representation Ordered II (R) CCO-Cyclophosphane/bende-Ropo 6 x 21 days Dec 07, 2012 Cycle 1 - Day 1 CEOP-Cyclophosphamide-Roposide-Pi Ordered ONDANSETRON Bing table Crail daily for 1 day (I) Given Ordered II (R) Ordered II (R) New FORDSDE 270 mg (at 150 mg/m2) injection Intravenous daily betware over 10 minutes for 1 day in CYCLOPHOSPHAMIDE 1, 300 mg (at 750 mg/m2) injection Intravenous daily betware over 10 minutes for 1 day in CYCLOPHOSPHAMIDE 1, 300 mg (at 750 mg/m2) injection Intravenous daily bolds over 10 minutes for 1 day in CYCLOPHOSPHAMIDE 1, 300 mg (at 750 mg/m2) injection Intravenous daily bolds over 10 minutes for 1 day in CYCLOPHOSPHAMIDE 1, 300 mg (at 750 mg/m2) injection Intravenous daily bolds over 10 minutes for 1 day in CYCLOPHOSPHAMIDE 1, 300 mg (at 750 mg/m2) injection Intravenous daily bolds over 10 minutes for 1 day in CYCLOPHOSPHAMIDE table Crail daily for 21 days Ordered II Dec 07, 2012 Code 28, 2017 Code 28, 2017 Ordered II Mar 02, 2013 <		
Treatment Orders /RX Medication History Plan History Regimen Library Treatments	Close Summary History Notes FlowSheet Chart VitalSigns Exam TreOptions Rx DrugAdmin ProvAppr Reports	
Total Number Code S/LX Restruction (Subject) Register (Large) Image: Code State Order 07, 2012 Cycle 1- Day 1 CEOP-Cyclophosphamide-Etoposide-P Ordered Image: Code State Image: Code State Ordered Image: Code State Ordered Image: Code State Image: Code State Ordered Image: Code State Image: Code State Ordered Image: Code State Image: Code State<	📈 Medications - ARIA Version 10, Test Patient - ariatest *** NOT AN ACTUAL PATIENT ***	
CCOP-Cyclophosphanide-Btops Ovdered Image: Copy of the second secon	Treatment Orders / Rx Medication History Plan History Regimen Library	2
CCOP-Cyclophosphanide-Btops Ovdered Image: Copy of the second secon		
6 x 21 days Ordered New 9 x 21 days Ordered Ordered New 9 REENTSCICIONE 100 mg table for al daily for 1 day. 01 Given Ordered Ordered Scores 9 NUNCETSTINE SULPHATE 2 mg (4t 1.4 mg/m2) injection Intravenous daily bolts over 10 minutes for 1 day in Ordered Ordered Scores Image: Scores Scores Image: Scores	Dec 01, 2012 Cycle 1 Duy 1 Cest Cycle phosphannae reoposae 11	
Preconstruction Othered Contract Vincesta Vincesta Vincesta Vincesta Vincesta Vincesta <t< td=""><td>al chore on gradie of a day for 1 day of 1 droit</td><td></td></t<>	al chore on gradie of a day for 1 day of 1 droit	
Soder Chords 0.9% w/v 50 ml (1) at the rate of 300 mL/mr (0) 1 Given CPCOSDE 270 gd (1 150 mg/k2) fndson flartwarenus day intermittent over 60 minutes for 1 day in sodium chords 0.9% w/v 1,000 ml (2) at the rate of 1,000 mL/m (2) i Given CPCOSDE 270 mg (21 50 mg/k2) inection Intravenous day bolks over 10 minutes for 1 day in Ordered 2 Ordered 2 PREDNISOLONE 100 mg table Oral daily for 2 days Ordered 2 NetroCoSDE 200 mg (at 100 mg/m2) capsule Oral daily for 2 days Ordered 2 ONDANSETRON 8 mg tablet Oral daily for 21 days ALLOPURINOL 300 mg tablet Oral daily for 21 days Circle 6 ONDANSETRON 8 mg tablet Oral daily for 21 days Circle 6 Circle 6 Circle 6 Circle 7 Circle 6 Circle 7 Circle 7 Ci	6 × 21 days PREDNISOLONE 100 mg tablet Oral daily for 1 day 0/1 Given	
sodum chloride 0.9% w/v1,000 mL (2) at the rate of 1,000 mL/m (2) tigken sodum chloride 0.9% w/v1,000 mL (2) at the rate of 1,000 mL/m (2) tigken (VCLOPHOSPHATUE 1,300 mg (at 100 mg/m2) capsule Oral daily folus over 10 minutes for 1 day Ordered PREDNISCIONE 100 mg tablet Oral daily for 2 days Ordered PREDNISCIONE 100 mg tablet Oral daily for 2 days Ordered ALLOPURINOL 300 mg tablet Oral daily for 21 days Ordered ALLOPURINOL 300 mg tablet Oral daily for 21 days Click for future cycles Close	VINCRISTINE SULPHATE 2 mg (at 1.4 mg/m2) injection Intravenous daily bolus over 10 minutes for 1 day in sodium chloride 0.9% w/v 50 mL (1) at the rate of 300 mL/hr 0/1 Given	Ordered 🖉 Scores 🗋
0/1 Given 0/1 Given 1 DFCPOSIDE 200 mg (at 100 mg/m2) capsule Oral daily for 2 days Ordered 1 DFC 07, 2012 1 DFC 07, 2012 2 DFC 07, 2012 3 Jan 18, 2013 4 Feb 08, 2013 5 Mar 22, 2013 Click for future cycles	ETOPOSIDE 270 mg (at 150 mg/m2) infusion Intravenous daily intermittent over 60 minutes for 1 day in sodium chloride 0.9% w/v 1,000 mL (2) at the rate of 1,000 mL/hr 0/1 Given	Ordered 🖉
PREDNISOLONE 100 mg tablet Oral daily for 4 days Ordered I Dec 07, 2012 Image: Control of the set Directed of the set Dire		Ordered 🖉
Cycle State Ordered Image: Cycle State Ordered Image: Cycle State 1 Dec 07, 2012 / 2 Image: Cycle State Ordered Image: Cycle State 3 Jan 18, 2013 Image: Cycle State Ordered Image: Cycle State 4 Feb 08, 2013 Image: Cycle State Ordered Image: Cycle State 6 Mar 01, 2013 Image: Cycle State Ordered Image: Cycle State Click for future cycles Close	ETOPOSIDE 200 mg (at 100 mg/m2) capsule Oral daily for 2 days	Ordered 🖉
Cycle Stat ONDANSETRON 8 mg tablet Oral b.d. for 3 days Ordered 1 Dec 07, 2012 ALLOPURINOL 300 mg tablet Oral day for 21 days Ordered 3 Jan 18, 2013 ALLOPURINOL 300 mg tablet Oral day for 21 days Ordered 6 Mar 22, 2013 Click for future cycles Close	PREDNISOLONE 100 mg tablet Oral daily for 4 days	Ordered 🖉
1 Dec 07, 2012 ✓ 2 Dec 28, 2012 ✓ 3 Jan 18, 2013 ✓ 4 Feb 08, 2013 ✓ 5 Mar 22, 2013 ✓ 6 Mar 22, 2013 ✓ Click for future cycles Close	METOCLOPRAMIDE tablet Oral Take as Directed	Ordered 🖉
1 Dec 07, 2012 ✓ 2 Dec 28, 2012 ✓ 3 Jan 18, 2013 ✓ 4 Feb 08, 2013 ✓ 5 Mar 22, 2013 ✓ 6 Mar 22, 2013 ✓ Click for future cycles Close	Cycle Cycle Start ONDANSETRON 8 mg tablet Oral b.d. for 3 days	Ordered <i>B</i>
3 Jan 18, 2013 4 Feb 08, 2013 5 Mar 22, 2013 Click for future cycles Close	1 Dec 07, 2012 ALLOPURINOL 300 mg tablet Oral daily for 21 days	
4 Feb 08, 2017 Mar 22, 2013 Click for future cycles Close	2 Dec 28, 2012	~
5 Mar 01, 2013 Mar 22, 2013 Click for future cycles	3 Jan 18, 2013	
6 Mar 22, 2013 Click for future cycles	4 Feb 08, 2013	
Click for future cycles	5 Mar 01, 2013	
future cycles	6 Mar 22, 2013	
future cycles		
future cycles		
Close		ICK TOP
Close		
Close	futur	re cycles /
	i i i i i i i i i i i i i i i i i i i	
		Close
		Close
Ready P Wills, Rebecca RSH Outpt Clinic - TRAIN • Dec 7, 2012 19:06	eady PWills, Rebecca RSH Outpt Clinic - TRAIN	• Dec 7, 2012 19:06

4.15 Go to Drug Admin and check that all agents are listed in the correct order prior to dispensing

	Hy 🗈 🏥 🛍 🤥 Vor Tay Parka Signa Company Notes Flow Sheet Chart Vital Signa Exam Tx Options Rx Drug Admin Prov Appr Reports	
orug Administrati	on - ARIA Version 10, Test Patient - ariatest *** NOT AN ACTUAL PATIENT ***	
nily Administratio	n Other Administration Standing Orders Administration Hx Medication Hx Sex: Female DoB: D	ec 12, 1955 🔏
dmin. Date	Agent Dose - Admin. Date / Time Status Admin Instr Recording Info	Dose Recording
c 07, 2012 💮	Internal	General Orders
	ONDANSETRON 8 mg tablet Oral daily for 1 day 100%	Documentation
	8 mg (1 of 1) C1 / D1 PENDING Order # 207200001 🚋 🙆 Co-Sign:	
	Dec 07, 2012 00:00 Recorded:	Show
	PREDNISOLONE 100 mg tablet Oral daily for 1 day 100%	All but Errored Pending
	100 mg (1 of 1) C1 / D1 PENDING Order # 207200001 A Co-Sign: Dec 07, 2012 00:00 Becorded:	
	UNCRESTINE SULPHATE 2 mg (at 1.4 mg/m2) injection Intravenous daily bolus over 10 minutes for 1100% day in sodium chloride 0.9% w/v 50 mL (1) at the rate of 300 mL/hr	
	2 mg (1 of 1) C1 / D1 PENDING Order # 207200001 R Co-Sign: Dec 07, 2012 00:00 Recorded:	
	ETOPOSIDE 270 mg (at 150 mg/m2) infusion Intravenous daily intermittent over 60 minutes for 1 100% day in sodium chloride 0.9% w/v 1,000 mL (2) at the rate of 1,000 mL/hr	
	270 mg (1 of 1) C1 / D1 PENDING Order # 207200001 A Co-Sign: Dec 07, 2012 00:00 Recorded:	
	CYCLOPHOSPHAMIDE 1,300 mg (at 750 mg/m2) injection Intravenous daily bolus over 10 minutes for 100%	
	1,300 mg (1 of 1) C1 / D1 PENDING Order # 207200001 📷 🖻 Co-Sign: Dec 07, 2012 00:00 Recorded:	
Pending Doses	Additional administration instructions have been entered Record Adjust Adjust Ali Error Co-Sign S	Close

SOP:CH003 Validation of chemotherapy protocols in Aria	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
Written: Rebecca Wills E- Prescribing Pharmacist	Approved: Dr D Wright, Aria Lead	Pharmacist	



4.16 Go to the Orders/Rx tab and approve and dispense all medication. If there is more than one agent then change a diluent volume or dose and ensure it follows through to the drug administration as below.



- 4.17 Return to "Drug Admin" screen and check the following for both the "Daily Administration" and "Other Administration" screens:
- 4.17.1 All required chemotherapy agents and other required drugs are present and in the correct order
- 4.17.2 The calculated **doses** are correct and banded as you would expect. (BSA may be confirmed via the Vital Signs button)
- 4.17.3 The administration route and details are correct.
- 4.17.4 The correct **administration instructions** have been entered where appropriate (administration instruction box)

SOP:CH003 Validation of	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
chemotherapy protocols in Aria			
Written: Rebecca Wills E- Prescribing Pharmacist	Approved: Dr D Wright, Aria Lead	Pharmacist	



	tery Notes Flow Sheet Chart Vital Signs Exam Tx Options Rx Drug Admin Prov Appr Reports		
	n - ARIA Version 10, Test Patient - ariatest *** NOT AN ACTUAL PATIENT ***		
	Other Administration Standing Orders Administration Hx Medication Hx	Sex: Female DoB: Dec 12,	1955 🤽
idmin. Date	Agent Dose - Admin. Date / Time Status Admin Instr	Recording Info	Dose Recording
ec 07, 2012 🕤	Internal		General Orders
	ONDANSETRON 8 mg tablet Oral daily for 1 day	100%	Documentation
	8 mg (1 of 1) C1 / D1 PENDING Order # 207200001 🚋 🖪	Co-Sign:	
	🔎 Dec 07, 2012 00:00	Recorded:	Show
	PREDNISOLONE 100 mg tablet Oral daily for 1 day	100%	C All but Errore
	100 mg (1 of 1) C1 / D1 PENDING Order # 207200001 🚋 🖻 🔎	Co-Sign: Recorded:	
	UNCRISTINE SULPHATE 2 mg (at 1.4 mg/m2) injection Intravenous daily bolus over 10 minute day in sodium chloride 0.9% w/v 50 mL (1)	es for 1100%	
	2 mg (1 of 1) ⊂1 / D1 PENDING Order # 207200001 👼 🖹 🔎 Dec 07, 2012 00:00	Co-Sign: Recorded:	
	2 ETOPOSIDE 270 mg (at 150 mg/m2) infusion Intravenous daily intermittent over 60 minutes f day in sodium chloride 0.9% w/v 1,000 mL (2)	or 1 100% 🗋	
	270 mg (1 of 1) C1 / D1 PENDING Order # 207200001 📷 🖻	Co-Sign: Recorded:	
	CYCLOPHOSPHAMIDE 1,300 mg (at 750 mg/m2) injection Intravenous daily bolus over 10 minutes 1 day	for 100% 🗋	
	1,300 mg (1 of 1) C1 / D1 PENDING Order at 207200001 🚋 🖻 P Dec 07, 2012 00:00	Co-Sign: Recorded:	
	Additional administration instructions have been entered Record Adjust Adjust.Ali Error Co-Sign Co-Sign	↑ ↓ S 글	Close

- 4.18 Administer the agents on the daily administration screen and check they disappear from the screen.
- 4.19 Once all drugs have been administered check the "Administration Hx" tab list all the relevant agents.
- 4.20 Check the "Medication Hx" tab and check that all chemotherapy appears under the "Active Chemotherapy Agents" descriptor and that all supportive treatments appear under "Active Non Chemotherapy Agents" descriptor.

Occassionally if a new agent has been added or an existing agent customised it will appear in the wrong category, as can be seen here with vincristine. If this is the case check the agent status with the ARIA system manager, if the agent status cannont be changed make a note on the validation paperwork

🛅 🎦 Hy 📑 Close Summary History Notes Fl	ow Sheet Chart Vital Signs	Exam Tx Options Rx	Drug Admin Prov Appr Report	0			
Drug Administration - ARIA Version	10, Test Patient – ariat	est *** NOT AN ACTUAL F	PATIENT ***				
ally Administration Other Administra	tion Standing Orders	Administration Hx	1edication Hx	Sex: F	emale D	oB: Dec 12, 195	5 🔏
Show Inactive 🧮 Show Errors	🗁 💼	View ALL	-				
1edication				Last Given	Start Date	End Date	Indication
ctive Chemotherapy Agents							
CYCLOPHOSPHAMIDE (injection)				Dec 07, 2012 10:00	Dec 7, 2012		A
ETOPOSIDE (capsule)					Dec 7, 2012		A
ETOPOSIDE (infusion)				Dec 07, 2012 10:00	Dec 7, 2012		A
ctive Non-Chemotherapy Agents							
ALLOPURINOL (tablet)					Dec 7, 2012		A
METOCLOPRAMIDE (tablet)					Dec 7, 2012		A
ONDANSETRON (tablet)				Dec 07, 2012 10:00	Dec 7, 2012		A
PREDNISOLONE (tablet)				Dec 07, 2012 10:00	Dec 7, 2012		A
New Modify	View Error	Cumulative Dose	No External Medications				Close

SOP:CH003 Validation of	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
chemotherapy protocols in Aria			
Written: Rebecca Wills E-	Approved: Dr D Wright, Aria Lead	Pharmacist	
Prescribing Pharmacist			



- 4.21 If there are agents that are scheduled for subsequent days or cycles that do not appear in the prescription(s) tested so far, repeat the process by approving a treatment day/cycle containing one or more of these agents and follow steps 4.6 onwards.
- 4.22 Close the patient and go to the "Visit" screen. Click the "Visit Information" box. Check the plan name, version number and **brief description** are correct for this regimen.

Manager	
File Workup Assessments Manage Tx Weiw Pharmacy System Admin Window Applications Help Cross Summery Figure 70 Bits Core Summery Figure 70 Bits Core Summery Figure 70 Bits Figure 70	Visit
Open Patient Visit Patient Reminders Proceed to Medications T	Information
Visit Patient Nemnders Start Time (M) Image: Control of	Open Cancel Patient New Modify View Financial Billing Schedule Plan Access Info Request
Drug Administration P Wills, Rebecca RSH Outpt Clinic - TRAIN • Dec 7, 20	12 19:24

SOP:CH003 Validation of	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
chemotherapy protocols in Aria			
Written: Rebecca Wills E- Prescribing Pharmacist	Approved: Dr D Wright, Aria Lead	Pharmacist	



DOCUMENT CONTROL

Version Number	Description of Change	Amended By	Date
4.0	ARIA changed to capitals throughout Section three (responsibilities) updated Location added in section 4.6	Dr Deborah Wright Pharmacist	16/05/18
3.0	Updated for Aria version 13.6 Reformatted Header updated Checklists transferred into document CH003 Requirement for second check on plan summary removed References to version 10 removed Document ownership section added	Rebecca Wills E-Prescribing Pharmacist	22/02/16
2.0	Additional step added at 4.17: "If there are agents that are scheduled for subsequent days or cycles that do not appear in the prescription(s) tested so far, repeat the process by approving a treatment day/cycle containing one or more of these agents and follow steps 4.6 onwards." Agent tables – Errors column – "overleaf" replaced with "below"	Rebecca Wills CSCCN Electronic Prescribing Pharmacist	22/01/13
1.5	Updated for ARIA version 10 Document control table added and footer updated Amendments to SOP Screenshots updated throughout 3.5 "(Appendix 2)" removed 4.1 "(Appendix 2)" replaced with ""Checklist for Validation of Treatment Regimens in ARIA Version 10" and "Pharmacist Checklist for CSCCN Chemotherapy Regimens in Aria"" 4.4 NHS number quoted changed from "LUNG00001S" to "Carbonsclcs" Large patient increased to 190cm, 120kg, BSA 2.47m ² 4.5.2 "protocol and correct version are present in the information box" changed to "disease site and website address is present in the information box (plan summary). For clinical trials check that, as a minimum, the trial title, version number and date, EUDRACT number and sponsor appear and that all details are correct" Favorites information moved from 4.8 to 4.7 Dose adjust information moved from 4.7 to 4.8. 4.8.1 Additional statement added "Check that the relevant dose banding tables and rose rounding values have been applied" 4.8.2 "Use both the "Change all" and "Change chemo" buttons to check that only the relevant agent doses change" added 4.10 Section reworded. Additional check added "the plan summary can be viewed by clicking on the pen icon and selecting "Show summary". Original 4.11 moved to 4.12 4.11 Step added "Go to Drug Admin and check that all agents are listed in the correct order prior to dispensing" Original 4.12 moved to 4.17 4.12 Statement added "Please note attempting to move the drug order in the dispensing screen, using the arrow keys, often results in an error message – this is a known fault in version 10."	Rebecca Wills CSCCN Electronic Prescribing Pharmacist	20/01/13

SOP:CH003 Validation of	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
chemotherapy protocols in Aria			
Written: Rebecca Wills E-	Approved: Dr D Wright, Aria Lead	Pharmacist	
Prescribing Pharmacist			



	 4.13 Point 4.13.2 removed, point 4.13.6 incorporated into pions 4.14 and 4.15 4.16 regarding medication history added Amendments to Pharmacist checklist: Protocol – Title changed to "Plan Summary", reference to protocol and protocol version removed, replaced with "disease site and website address or trial protocol summary". Drugs – "Trial" added. Support medicines – moved to number 4. Dose adjustment moved to number 5 "dose adjust button" replaced with "both the "change chemo" and "change all" buttons". Non-cyclical drugs – information in brackets removed. Plan summary – added at number 8. Check visit information – moved to number 12 Extra line added to small and medium patient tables 		
1.4	Additional lines added to tables	Dr Deborah Wright CSCCN Lead Pharmacist	01/12/10
1.3	Administration details added	Dr Deborah Wright CSCCN Lead Pharmacist	02/06/10
1.2	Point 8 added	Dr Deborah Wright CSCCN Lead Pharmacist	06/05/10
1.1	Medication Hx added	Dr Deborah Wright CSCCN Lead Pharmacist	24/02/10

This SOP has been developed as part of the chemotherapy electronic prescribing project. This was and remains a collaborative project that originated from the former CSCCN. This document has been approved on behalf of the following Trusts;

Hampshire Hospitals NHS Foundation Trust NHS Isle of Wight Portsmouth Hospitals NHS Trust Salisbury Hospital NHS Foundation Trust University Hospital Southampton NHS Foundation Trust Western Sussex Hospitals NHS Foundation Trust

SOP:CH003 Validation of chemotherapy protocols in Aria	Version: 4.0	Issue Date: May 2018	Rev Date: May 2021
Written: Rebecca Wills E- Prescribing Pharmacist	Approved: Dr D Wright, Aria Lead Pharmacist		