Standard Operating Procedure

Validation of CSCCN Dose Banding in Aria

(SOP:CH004)

1. Objective

1.1 The purpose of this standard operating procedure (SOP) is to describe the procedure to be followed when validating dose banding in Aria.

2. Scope

2.1 This SOP refers to all chemotherapy agents that are dose banded in Aria.

3. Responsibility

3.1 The CSCCN lead pharmacist will be responsible for co-ordinating the production of the dose banding schedule for each agent to be banded.

3.2 The CSCCN pharmacy group will be responsible for approving all dose banding schedules prior to the bands being placed and validated on the electronic prescribing system.

3.3 The CSCCN electronic prescribing system manager, lead pharmacist and / or other suitably trained pharmacist / technician will be responsible for placing all dose banding schedules on the system.

3.4 The CSCCN electronic prescribing system manager, lead pharmacist and / or other suitably trained pharmacist / technician will be responsible for validating all chemotherapy regimens on the CSCCN electronic prescribing system.

3.5 The validation of the regimen on the electronic prescribing system must be conducted by someone other than the person who put the regimen on the system.

3.5 The CSCCN lead pharmacist will be responsible for ensuring all documentation in relation to the validation process is maintained (appendix 2).

4. Method

4.1 Ensure the validation document (appendix 2) is completed during the validation process.
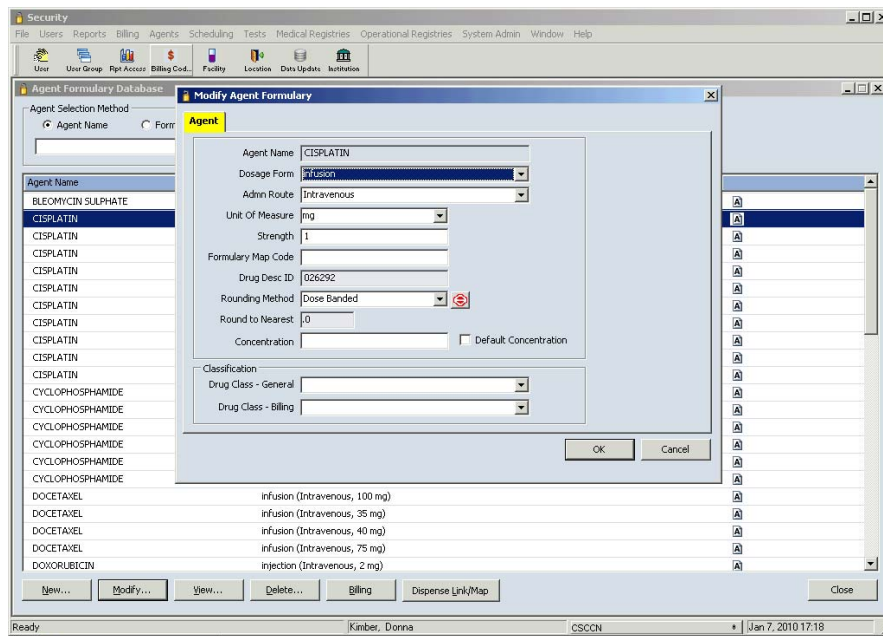
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Written: Donna Kimber CSCCN Electronic Prescribing System Manager	Approved: Dr D Wright CSCCN Lead Pharmacist	Date of Ammendments:	

4.2 Log in to Security. Use the live CSCCN system for all testing.

4.3 Click on "agents" and select "agent formulary"
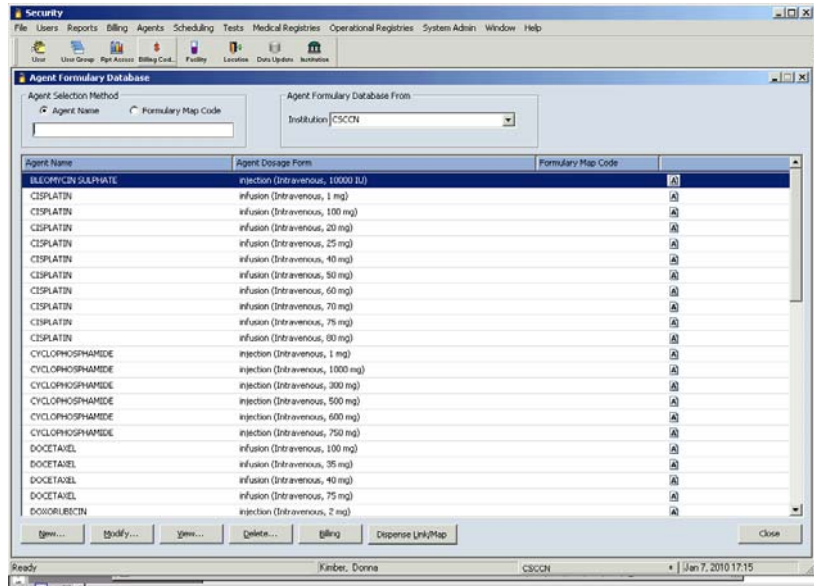
4.4 Select the required agent NB these are set up as per ml dose eg cisplatin injection (intravenous 1mg), all other dosages are the old "per dose" and not the "new per drug", click "modify".
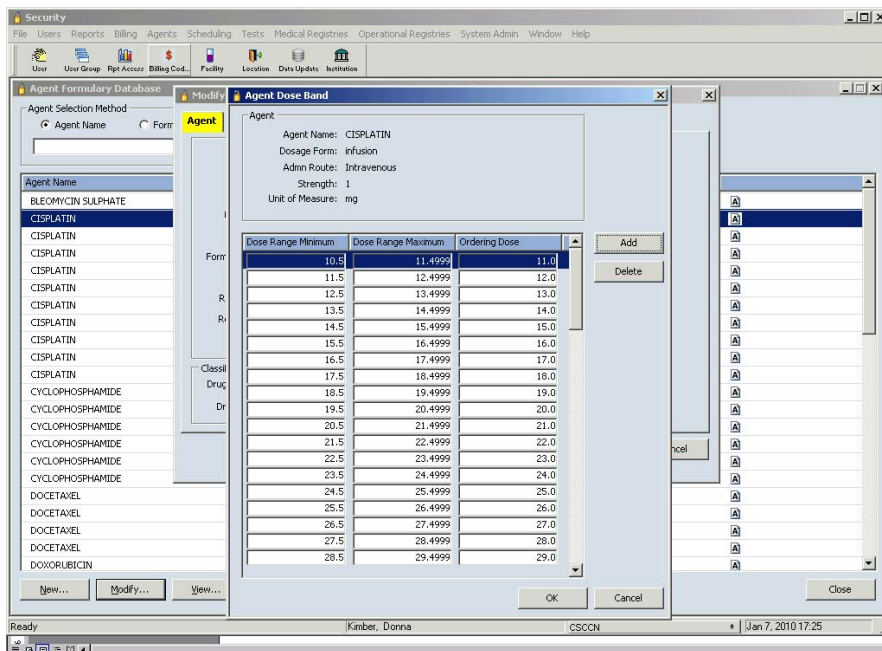

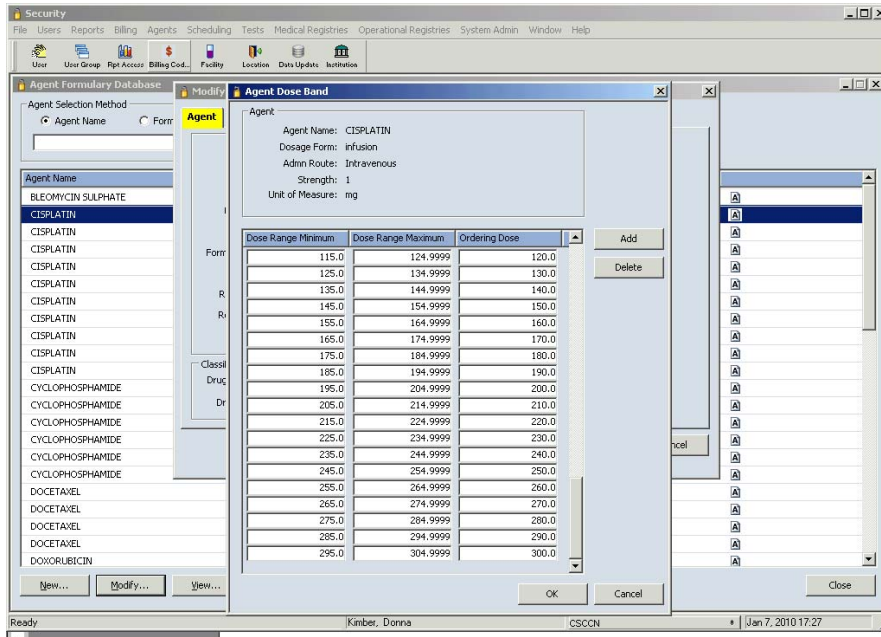| SOP:CH004	Version: 1	Issue Date: Jan 2010	Rev Date: Jan 2013
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4.5 Check

4.5.1 correct dosage form
4.5.2 correct administration route – note that this should be changed to intravenous, if appropriate, to improve the prescription wording
4.5.3 correct unit of measure – eg mg
4.5.4 correct strength – for all per drug dosing this is the mg/ml strength
4.5.5 correct formulary map code is blank
4.5.6 correct rounding method is dose banding
4.5.7 correct no entries in remaining boxes

4.6 To check the dose banding set up click the red circle next to "rounding method".

4.7 The dose banding can start at 11mg and can go up to 11000mg if necessary, check the banding set is appropriate for the drug and will cover low doses and high doses adequately

4.8 Ensure that all dose range minimum and dose range maximum run consecutively. Dose range maximum must be to 4 decimal places.

Validation Document for CSCCN Agent Dose Banding in Aria

Agent Name:		
		Correct (√) or incorrect (x)
1	Correct Dosage Form	
2	Correct Admin Route – note that this should be changed to intravenous, if appropriate, to improve the prescription wording	
3	Check Unit of Measure – eg mg	
4	Check Strength – for all per drug dosing this is the mg/ml strength	
5	Check Formulary Map Code is blank	
6	Check Rounding Method is Dose Banding	
7	Check no entries in remaining boxes	

Agent Formulary entered in Aria by: Donna Kimber CSCCN Electronic Prescribing System Manager	Signature:	Date:
Agent Formulary checked in Aria by: Dr D Wright CSCCN Lead Pharmacist	Signature:	Date: