

**Standard Operating Procedure**

**Validation of CSCCN Favourite Agents in Aria**

**(SOP:CH006)**

**1. Objective**

1.1 The purpose of this standard operating procedure (SOP) is to describe the procedure to be followed when validating favourite agents added to the master favourite list in Aria.

**2. Scope**

2.1 This SOP refers to all agents to be set up as favourites in the master list in Aria.

**3. Responsibility**

3.1 The CSCCN Electronic Prescribing Super User Group will be responsible for agreeing the inclusion of an agent to the master list of favourites.

3.3 The CSCCN electronic prescribing system manager, lead pharmacist and / or other suitably trained pharmacist / technician will be responsible for adding all favourite agents to the master list.

3.4 The CSCCN electronic prescribing system manager, lead pharmacist and / or other suitably trained pharmacist / technician will be responsible for validating all favourite agents added to the master list.

3.5 The validation of the favourite agent on the electronic prescribing system must be conducted by someone other than the person who added the favourite agent to the master list in 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).

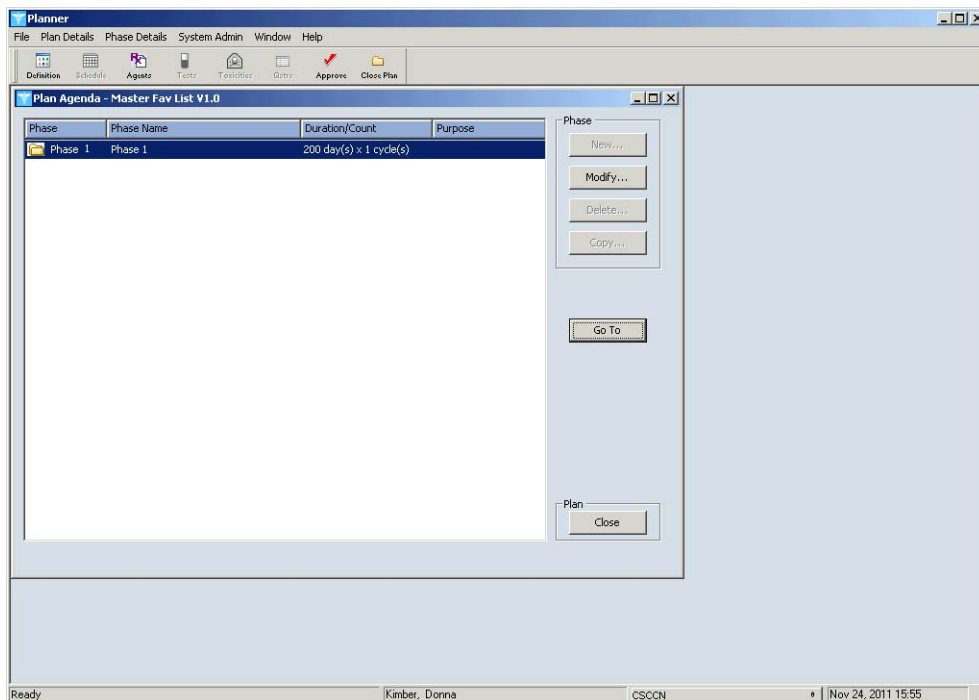
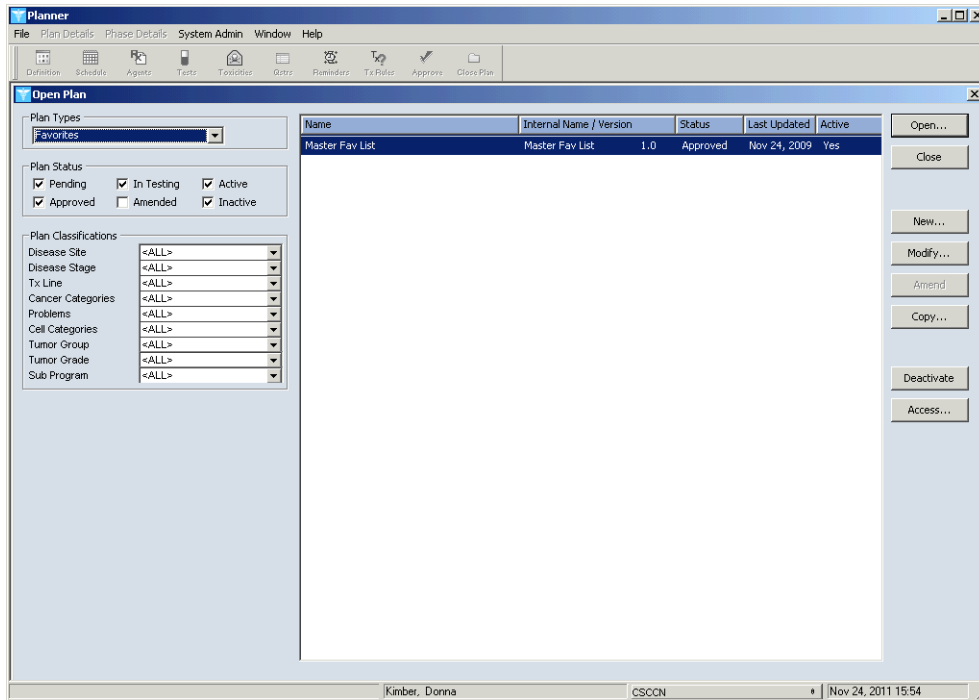
**4. Method**

4.1 Ensure the validation document (appendix 1) is completed during the validation process.

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

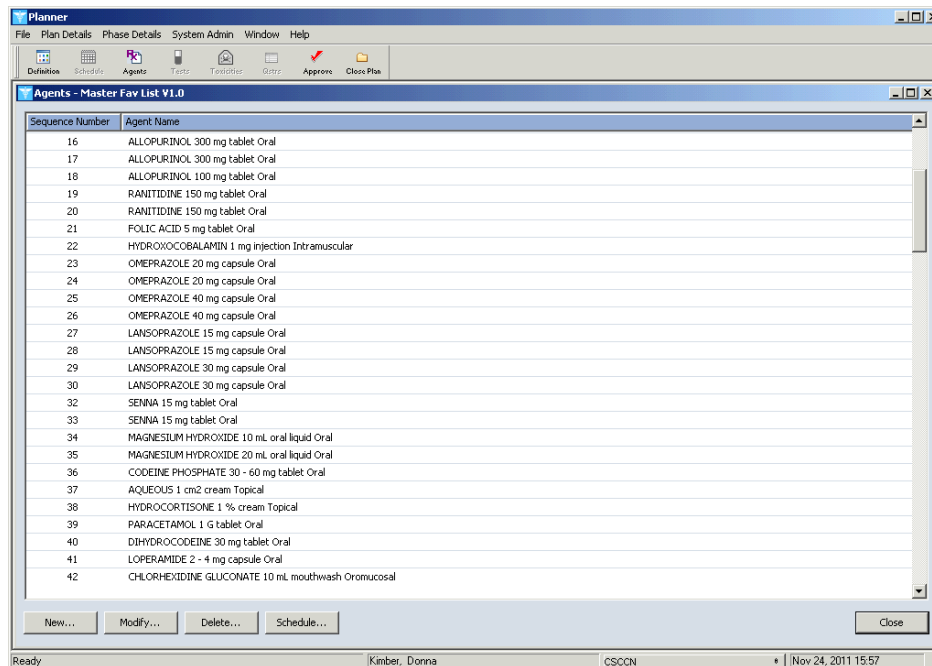
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Written: Donna Kimber CSCCN Electronic Prescribing System Manager	Approved: Dr D Wright CSCCN Lead Pharmacist	Date of Ammendments:	

### 4.3 Amend Plan Types to "Favourites" then Open



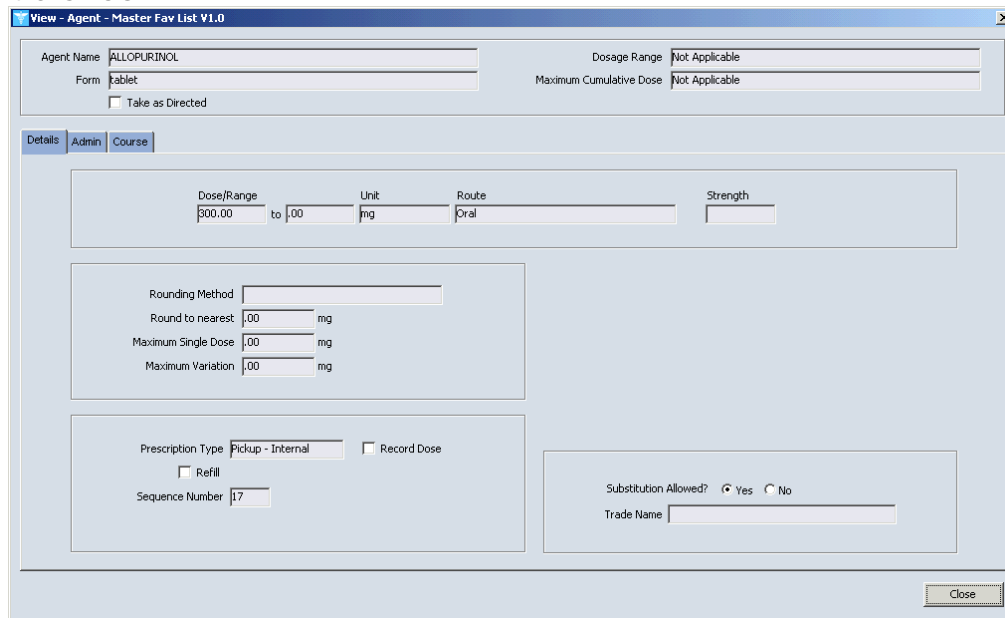
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#### 4.4 Select Agents to view the list



#### 4.5 Select agent, click Modify

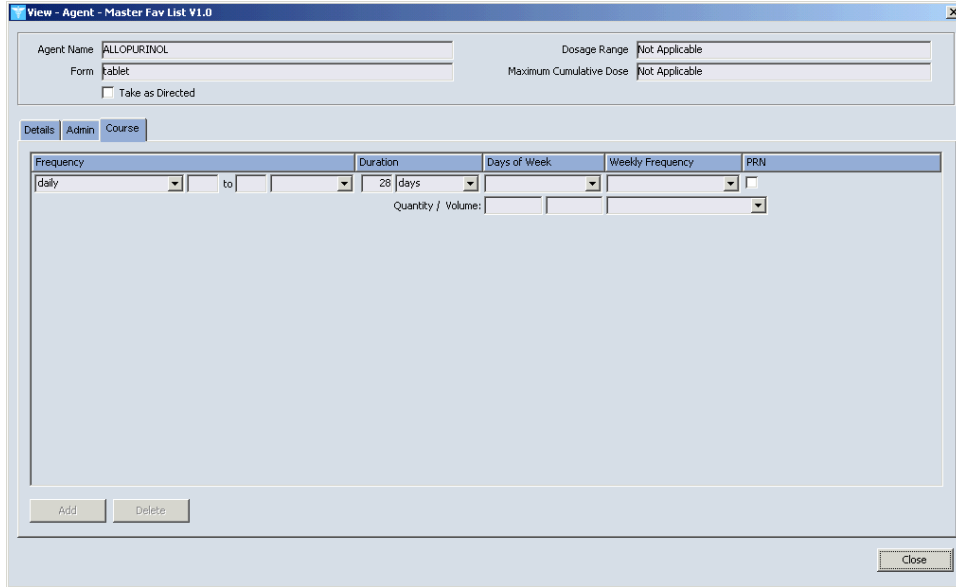
#### 4.6 Check



- 4.5.1 correct dosage form
- 4.5.2 correct dose/dose/range
- 4.5.3 correct unit of measure – eg mg
- 4.5.4 correct administration route

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- 4.5.5 correct prescription type eg Pickup - Internal
- 4.5.6 correct admin instruction have been entered, if appropriate
- 4.5.7 correct course information has been entered, if appropriate (as entered under schedule in Planner)



- 4.5.8 correct schedule has been entered

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Validation Document for CSCCN Favourite Agent in Aria

Regimen		Correct (✓) or incorrect (x)
1	Name Correct	
2	Correct Dosage Form	
3	Correct Dose	
4	Check Unit of Measure – eg mg	
5	Correct Route – note that this should be changed to intravenous, if appropriate, to improve the prescription wording	
6	Round to nearest	
7	Maximum Single Dose – eg 0	
8	Maximum Variation – eg 0	
9	Correct prescription type eg Pickup – Internal	
10	Substitution Allowed – eg yes	
11	Correct Admin instruction, if appropriate	
12	Correct Course information, if appropriate	
13	Correct Schedule – eg dose, frequency, number of days	

<b>Agent Formulary Entered By:</b> Donna Kimber CSCCN Electronic Prescribing System Manager	<b>Signature:</b>  	<b>Date:</b>  
<b>Agent Formulary Checked By:</b> Dr D Wright CSCCN Lead Pharmacist	<b>Signature:</b>  	<b>Date:</b>  

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Version Tracker

Version Number	Date	Description of Change	Changed By	Approved By

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