

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.

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Donna Kimber	Dr D Wright		
CSCCN Electronic Prescribing	CSCCN Lead Pharmacist		
System Manager			
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4.2 Log in to Planner. Use the live CSCCN system for all testing.





Manner 👔				
File Plan Details Phase Details System Admin Window				
Definition Schedule Agents Tests Toxicities Ostra	Beminders Tx Boles Approve Close Plan			
Open Plan	теплино татино трргото скоретни			×
Plan Types			· · · · · · · · · · · · · · · · · · ·	
Favorites	Name	Internal Name / Version	Status Last Updated Active	Open
- Plan Status	Master Fav List	Master Fav List 1.0	Approved Nov 24, 2009 Yes	Close
Plan Status				
Approved Amended V Inactive				
- Plan Classifications				New
				Modify
Disease Site <all> Disease Stage <all> Tx Line <all> Cancer Categories <all> Problems <all> Cell Categories <all></all></all></all></all></all></all>				
Cancer Categories <all></all>				Amend
Problems <all> Cell Categories <all></all> </all>				Copy
Cell Categories <all> Tumor Group <all></all></all>				
Tumor Group ALL> Tumor Grade call> Sub Program call>				
Sub Program <all></all>				Deactivate
				Access
	I			
	Kimber, Donna	CSCCN	* Nov	24, 2011 15:54

Manner -			
File Plan Details Phase Details System Admin			
Definition Schedule Agents Tests Toxicit	ies Olstrs Approve Close Plan		
Plan Agenda - Master Fav List V1.0	TES 0505 Approve Glose Plan		
		Phase	
Phase Phase Name	Duration/Count Purpose		
Phase 1 Phase 1	200 day(s) × 1 cycle(s)	New	
		Modify	
		Delete	
		Copy	
		Go To	
		Plan	
		Close	
1			
Ready	Kimber, Donna	CSCCN	• Nov 24, 2011 15:55

SOP:CH006	Version: 1	Issue Date: Nov 2011	Rev Date: Nov 2014
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4.4 Select Agents to view the list

Planner e Plan Details Ph	hase Detalis System Admin Window Help	
Definition Schedule	Real Le Control Approve Cloce Pha	
Agents - Maste	er Fav List ¥1.0	_10
Sequence Number	Agent Name	
16	ALLOPURINOL 300 mg tablet Oral	
17	ALLOPURINOL 300 mg tablet Oral	
18	ALLOPURINOL 100 mg tablet oral	
19	RANITIDINE 150 mg tablet Oral	
20	RANITIDINE 150 mg tablet Oral	
28	FOLIC ACID 5 mg tablet Oral	
22	HYDROXOCOBALAMIN 1 mg injection Intramuscular	
23	OMEPRAZOLE 20 mg capsule Oral	
24	OMERAZOLE 20 mg capsule Oral	
25	OMEPRAZOLE 40 mg capsule Oral	
26	OMEPRAZOLE 40 mg capsule Oral	
27	LANSOPRAZOLE 15 mg capsule Oral	
28	LANSOPRAZOLE 15 mg capsule Oral	
29	LANSOPRAZOLE 30 mg capsule Oral	
30	LANSOPRAZOLE 30 mg capsule Oral	
32	SENNA 15 mg tablet Oral	
33	SENIVA 15 mg tablet Oral	
34	MAGNESIUM HYDROXIDE 10 mL oral liquid Oral	
35	MAGNESIUM HYDROXIDE 20 mL oral liquid Oral	
36	CODEINE PHOSPHATE 30 - 60 mg tablet Oral	
37	AQUEQUS 1 cm2 cream Topical	
38	HYDROCORTISONE 1 % cream Topical	
39	PARACETAMOL 1 G tablet Oral	
40	DIHYDROCODEINE 30 mg tablet Oral	
41	LOPERAMIDE 2 - 4 mg capsule Oral	
42	CHLORHEXIDINE GLUCONATE 10 mL mouthwash Oromucosal	
New	Modify Delete Schedule	Close
ady	Kimber, Donna CSCCN * 1	Nov 24, 2011 15:57

4.5 Select agent, click Modify

4.6 Check

👿 View - Age	nt - Master Fav List V1.0			
	ALLOPURINOL			Not Applicable
For	m tablet		Maximum Cumulative Dose	Not Applicable
	Take as Directed			
Details Adr	in Course			
	Dose/Range 300.00 to 00 mg	Route Oral		Strength
	Rounding Method Round to nearest .00 mg Maximum Single Dose .00 mg Maximum Variation .00 mg			
	Prescription Type Pickup - Internal Record Do	ise	Substitution Trade Name	Allowed? © Yes © No
				Close

- 4.5.1 correct dosage form
- 4.5.2 correct 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)

Form tablet						nge Not Applicable	
					Maximum Cumulative D	ose Not Applicable	
🗖 Ta	ke as Directed						
ails Admin Cours	.e.]						
requency			Duratio			Weekly Frequency	PRN
laily	• t	0		days 💌		-	
				Quantity / Volume:			•
Add	Delete						

4.5.8 correct schedule has been entered

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System Manager			



NHS

Regi	men	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	

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

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Version Tracker

Version Number	Date	Description of Change	Changed By	Approved By

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