COMPLETION OF FULL VALIDATION FOR ADULT AND PAEDIATRIC ARIA REGIMENS

NHS Kent and Medway Cancer Collaborative

Regimen name		Version		Date*	

DOCUMENTATION CHECKS Completed and signed documents received	✓ when completed
ARIA building checklist	
ARIA regimen validation summary and sign-off received	
Screenshots from pharmacist	
Prescription print-out	
Event list from pharmacist	
Validation checklist from clinician	
Validation checklist from nurse (NA for clinical trials)	
Correct version of SOPs used	
All related CCFs returned and completed (check with system administrator if unsure) — CCF	

CONFIGURE ACCESS					
Check the regimen in the test location in Manager to ensure scheduling is still present. If not, refer back to validating pharmacist					
For network approved regimens: Check that the protocol is in the final folder and that there are no versions in draft in the document management system and that the correct version (the approved final draft or the approved final), as stated on the regimen work plan has been used for the build and validation. Update the references in Plan Summary with the final version number	Version from		Version to		
Update the authorised users with the lead EP pharmacist from each Trust, the KMCC pharmacists, the system administrator and the Varian user. For clinical trials regimens, also add each Trusts lead clinical trials pharmacist and their deputy					
For network approved regimens: Grant access to all locations as appropriate to the regimen type i.e. all non-test adult locations for an adult regimen and all non-test paediatric locations for a paediatric regimen. **For non-network approved regimens, including clinical trials:** ONLY grant access to locations within each Trust who have approved its use and as appropriate to the regimen type, and exclude any prescribers prohibited from using the regimen. The lead e-prescribing or clinical trials pharmacist will be authorised to allow the use of a regimen within their Trust. In all cases, do not grant access at Radiation Scheduling location.					

MAKE REGIMEN LIVE			
Approve Plan - Click 'Analyse' and then 'Approve for use'			
If superseding a regimen, deactivate the previous version(s)	Version		
In Manager, using XXAccess, Test for adult regimens and XXPaed, Test for paediatric regimens, check the regimen is available in one of the locations selected, as appropriate for the regimen type			
Check that the scheduling is still present for the regimen. If not, refer back to validating pharmacist			

CREATE AND FILE BACK-UP TEMPLATE	
Non-MTW users ensure that the default printer is set to 'docu-printer' via File – Printer setup before proceeding **Run the report:** Manager - Reports – 'Prescriptions – Daily doses – Template – QA CUSTOM' - Enter *Plan Name* - 'Preview' then **Save the report:** For MTW users: Click the 'Export' icon. For non-MTW users: Click the 'Print' icon	
Upload the template to the regimen library in the document management system.	
For all network approved regimens: Inform the SACT Governance Group, as well as the HOG/NOG as appropriate for the regimen. **For off-protocol regimens:** Inform the local Trust pharmacy team and the prescribing clinician **For clinical trials regimens:** Inform the Principal Investigator and the lead Clinical Trials pharmacist at each Trust that the regimen is available at, who should then disseminate the information to the relevant teams	

Print name		Signed	
Designation		Date:	

ONCE COMPLETED, SAVE THIS FORM WITH THE VALIDATION DOCUMENTS IN THE DOCUMENT MANAGEMENT SYSTEM

* Regimen date can be found in the Modify Plan window – Definition tab. Click on the Audit symbol and enter the created date