
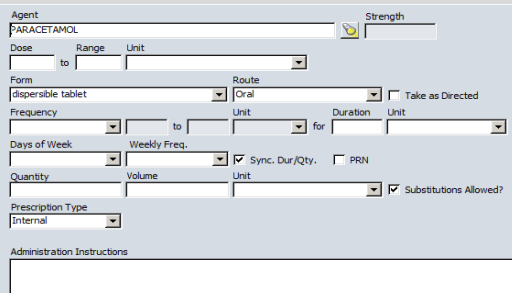
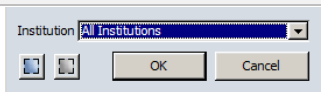
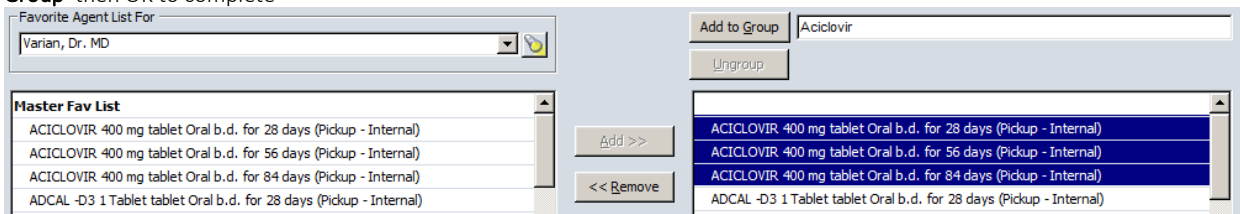
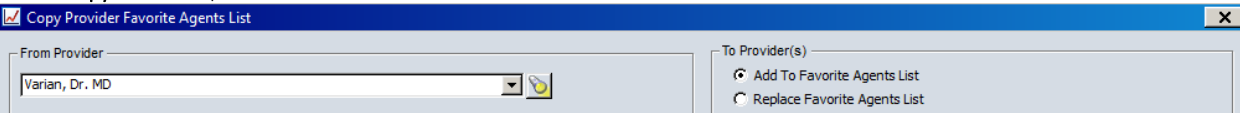


## PROCESS FOR REQUESTING, APPROVING, ADDING AND REMOVING FAVOURITE AGENTS IN ARIA

1.	<b>SUBMIT REQUEST TO KMCC SYSTEM ADMINISTRATOR</b>
	<p>The lead EP pharmacist from requesting Trust submits a completed <b>KMCCEP013 Request to add or amend a drug in the Aria formulary</b> to the system administrator (or a suitably trained technician or pharmacist in their absence) who then adds the drug to the master favourites list following the steps below. The addition of SACT drugs to the favourites list is not permitted except in exceptional circumstances. Such requests must be agreed by the system administrator before proceeding. Any requests for anti-microbial drugs will have to be agreed by each Trust before being added</p>
2.	<b>CHECK THAT THE REQUIRED DRUG IS IN THE FORMULARY</b>
	<p>Security → Agents → Agent Formulary</p> <p>If the drug you require is not present, it will need adding into the formulary by following <b>KMCCEP007 Adding, amending &amp; deleting agents from the Aria formulary</b> before adding to Favourites.</p>
3.	<b>ADD DRUG TO MASTER FAVOURITES LIST</b>
	<p>Manager → System Admin → Favourite Agents → Master List → New → </p> <p>Enter the drug name, keeping the Formulary Only box checked, then click once to highlight required drug and select OK. Complete all white-backed fields as necessary ensuring information from the drop-down boxes is not duplicated in the admin instructions. For guidance on how to complete these fields, refer to the ARIA SACT regimen building SOP. Once the OK button has been selected the following fields cannot be modified: Agent, Dose, Range, Unit, Form, Route, Prescription Type and Additional Instructions.</p>
	
4.	<b>CHECK DRUG ENTRY IN ARIA</b>
	<p>The requesting or KMCC pharmacist (or suitably trained technician if built by a pharmacist) checks entry on Master Favourites list by selecting View, referring any changes to the builder as necessary.</p>
5.	<b>CHOOSE ONE OF THE FOLLOWING OPTIONS</b>
	<p><b>ADD DRUG TO MAIN FAVOURITES LIST</b>          Manager → System Admin → Favourite Agents → Master List → Highlight Drug → Add</p> <p>Select 'All Institutions' from the drop-down menu at the bottom and select the prescribers to whom the drug will be available for use. Use the blue box to select all and the grey box to de-select all then click on individual prescriber's names to select/de-select. Select OK to confirm.</p> <p><u>Ensure the correct group of prescribers are assigned to the drug</u>, either all prescribers who treat paediatric patients or all prescribers who treat adult patients. To identify the paediatric prescribers, open Security – user group – Highlight MTW paedics prescriber – User list</p>
	
	<p><b>ADD DRUG TO NAMED FOLDER IN EACH PROVIDERS FAVOURITES LIST:</b>          Manager → System Admin → Favourite Agents → Provider List</p>
	<p>Select a prescriber from the drop down menu on the left whose list you wish to update. Select drugs from the right hand side that you wish to group together, multi-select is possible in this window. Enter a name for the group in the 'Add to Group' box then select 'Add to Group' then OK to complete</p>
	
	<p>This prescribers list will then need to be copied onto the other providers lists: Manager → System Admin → Favourite Agents → Copy Provider List</p>
	<p>Select a prescriber from the drop down menu on the left whose list you wish to copy then select a prescriber on the right who will receive the updated list. Select from the radio boxes to either add to the prescriber's existing favourites list or to replace the existing list. Select <b>Copy</b> to complete.</p>
	
6.	<b>MODIFY OR DELETE A DRUG FROM FAVOURITES</b>
	<p>Manager → System Admin → Favourite Agents → Master List → Highlight Drug → Select Remove</p> <p>Select 'All Institutions' from the drop-down menu at the bottom and select all the prescribers listed then OK to complete. The agent can now be modified or deleted.</p>
7.	<b>SYSTEM ADMINISTRATOR (OR, IN THEIR ABSENCE THE REQUESTING PHARMACIST) INFORMS SACT GOVERNANCE GROUP OF ADDITION AND ANY RESTRICTIONS AS AGREED DURING DRUG REQUEST.</b>