Chapter 1

Introduction to the system and its purpose (outline briefly what it does).

This is a software aid for pharmacists who need to prepare and dispense Chemotherapy Regimes for patients being treated for neoplasms.

This software uses an internal user modifiable record file to store the regime data. The software is also records and stores patient data, using it to calculate the required doses on the appropriate days.

Chapter 2

How to install the program/database on your system.

On a company network it is recommended that the installation is left to IT support to ensure that the files are placed in central location that is accessible to all who require it.

This also ensures that it can be made part of the system wide backup procedure.
The instructions below cover the installation method for a single user on Windows 7

2.1 How to install

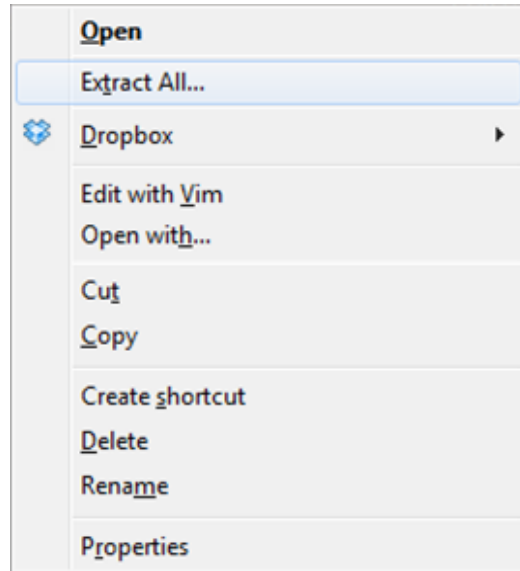1. Get the Zipped Regime file, right click on it and choose `Extract All`.
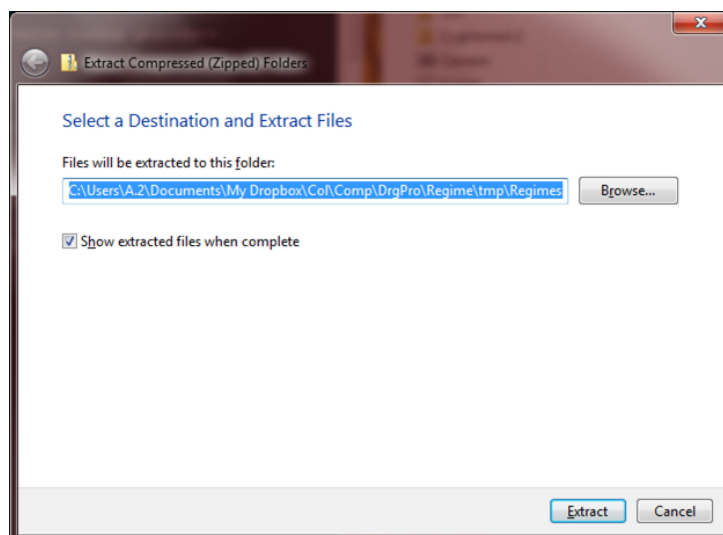

Figure 2.1

2. When this window appears click `Browse`.

Figure 2.2

3. To place the file in your Start Menu, Click on your User name then
`AppData` ⇒ `Roaming` ⇒ `Microsoft` ⇒ `Windows` ⇒ `Start Menu` ⇒
`Programs`, now click `Make New Folder` and name it `Regime`. Press
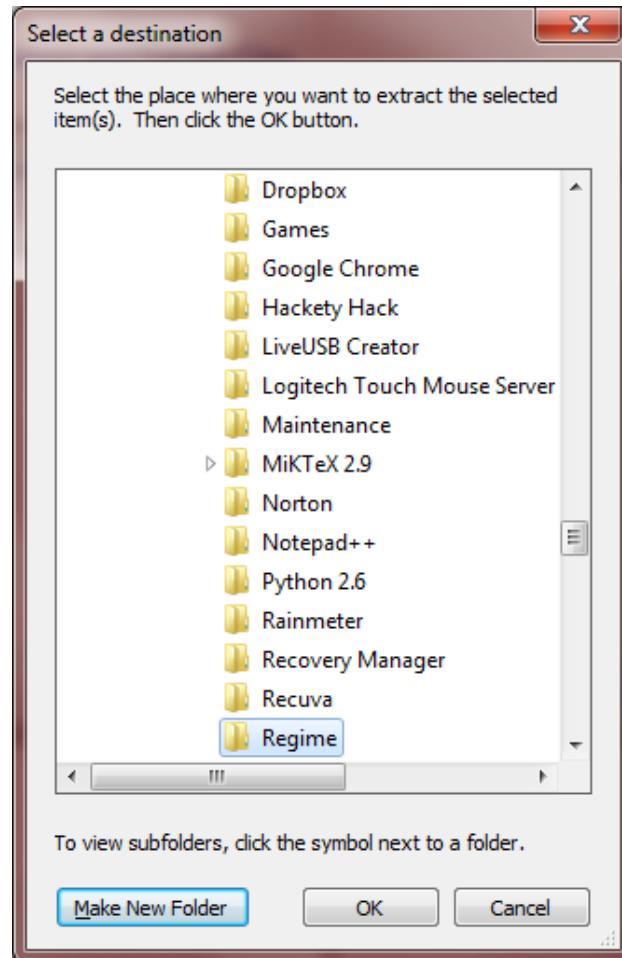`Enter` and click `Ok`.

Figure 2.3

4. The Filepath should now look like this `C:\Users\A.2\AppData\Roaming\Microsoft\`
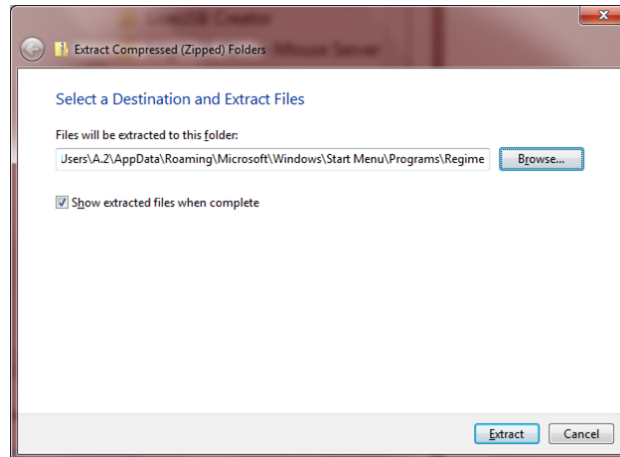   `Windows\Start Menu\Programs\Regime`

Figure 2.4

5. Click `Extract`. Providing the `Show extracted files when complete`
   tickbox was selected a file explorer window will open with the selected
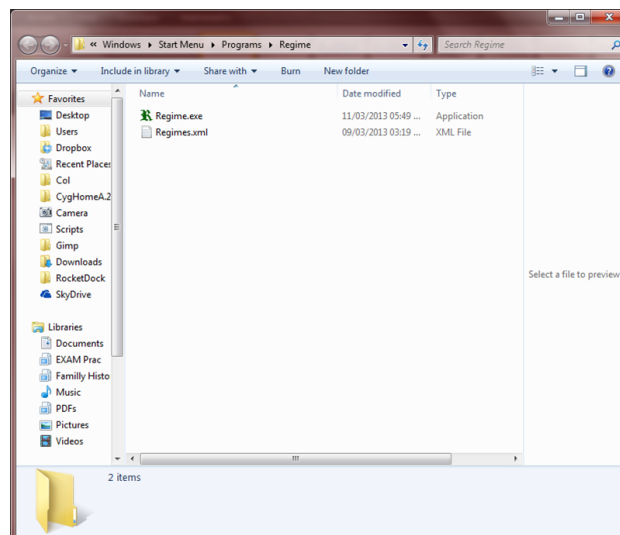   folder.

Figure 2.5

You may need to log out for the file to be added to the start menu, but it is
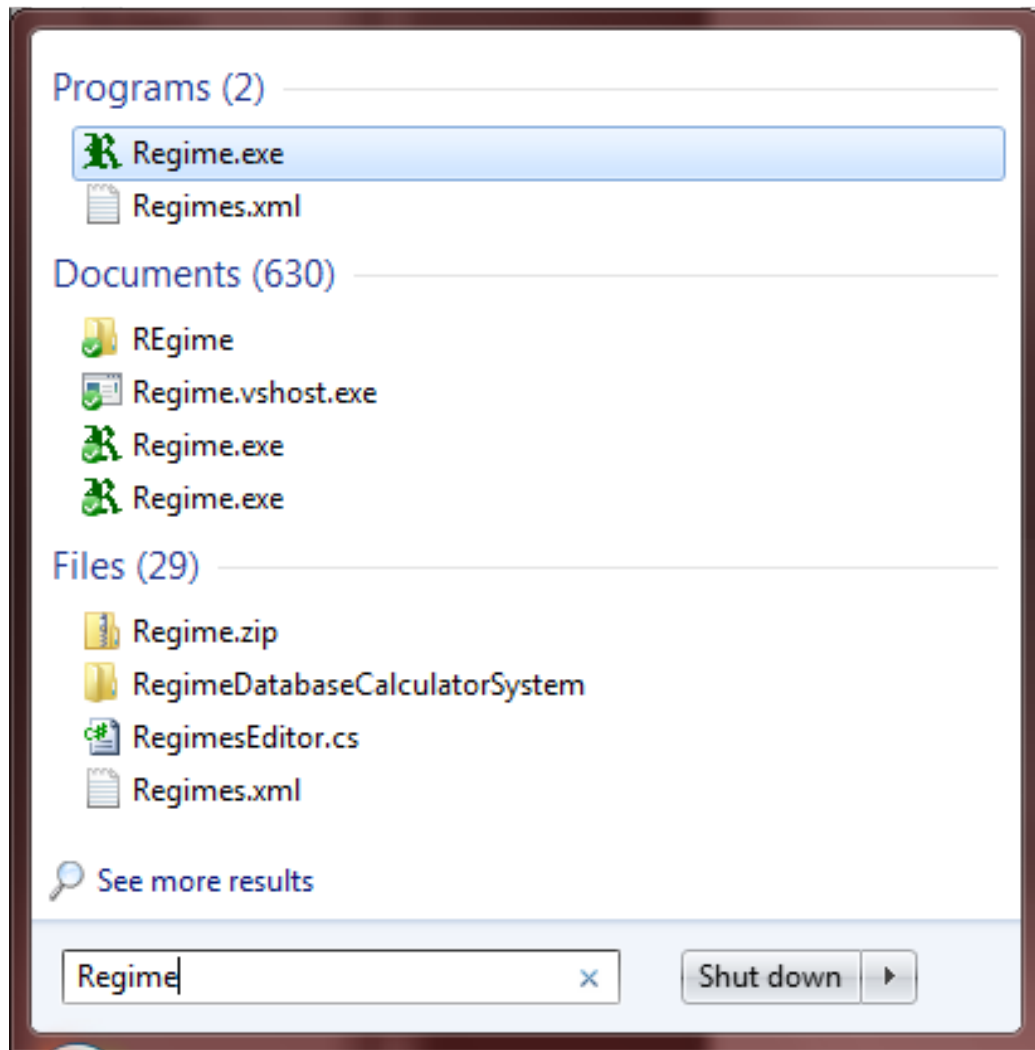possible to search for it.

Figure 2.6

Once it is visible it is possible to pin it to the start menu or the Taskbar
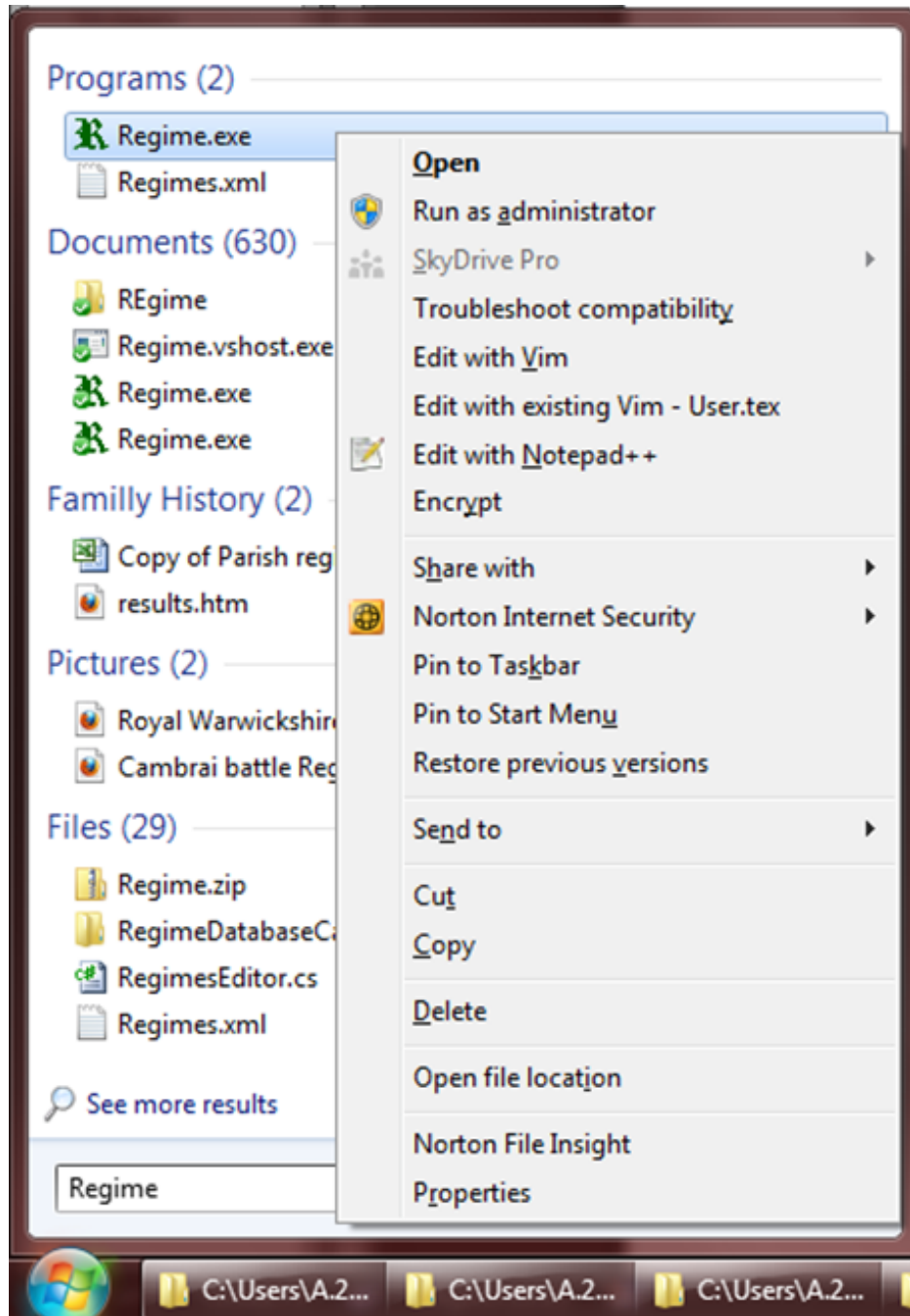by using the options from the right click menu.

Figure 2.7

Chapter 3

What to expect as you enter the system (password, menu etc)

When the program opens you will see the interface shown below.

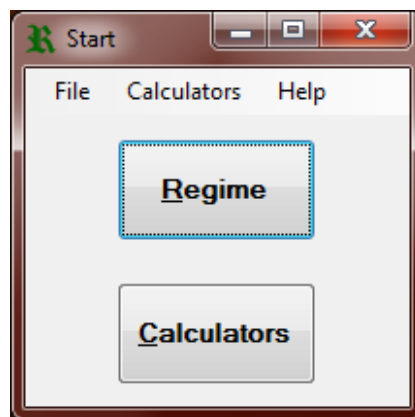Figure 3.1

Clicking on `Calculators` will call up a self contained calculator interface, useful for quick calculations.

Clicking on `Regime` will open the main regime dosage system.

Under the File Menu is the Regime Editor, this is used to view and edit the data on Regimes.
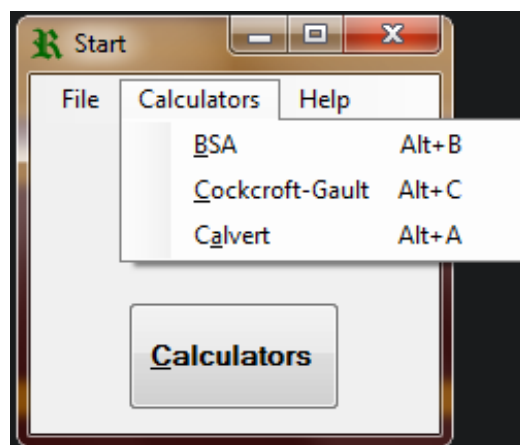
Chapter 4

How to use the system:

4.1 The menus

4.1.1 Calculators

This menu calls the Calculators form, taking you directly to the appropriate tab. These options can also be triggered by using the keyboard shortcuts, these work on all forms that include this menu. The Shortcuts are:

- `Alt-B` BSA
- `Alt-C` Cockcroft-Gault
- `Alt-A` Calvert

4.1.2 File

The Regime Editor is used to review and if necessary edit the regime record file.

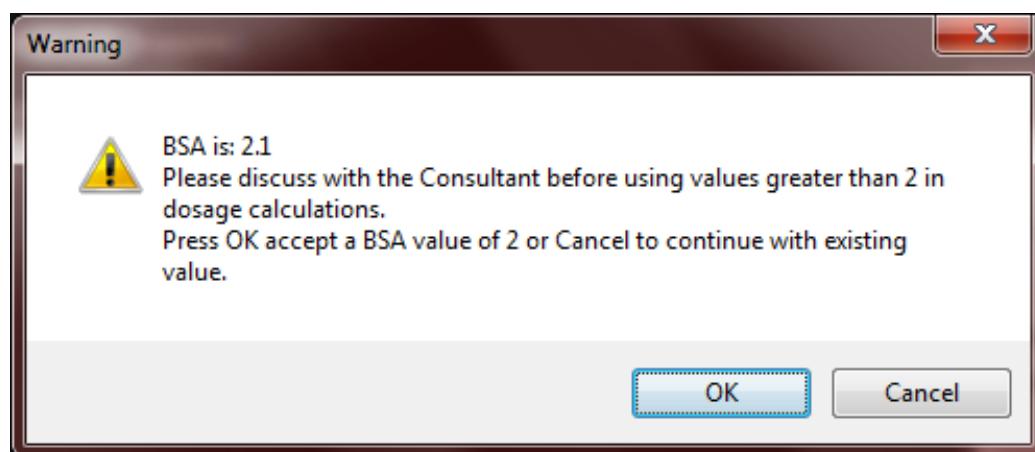## 4.2 Show data entry forms with some sample data

4.2.1 Calculators

This form allows you to quickly calculate values required for determining suitable regime doses. The included calculators are for BSA (Dubois and Dubois method), the Creatinine Clearance level (Cockcroft-Gault method) and the Calvert Formula.

BSA

The BSA calculator required the patients height in meters and the weight in Kilograms; this produces a value in meters squared.

BSA limit Due to the increased risk, current guidelines recommend that BSA values are capped at 2.0. If the BSA is more than 2.0 you will see this warning:

You should discuss the case with the Consultant to determine if a higher dose is suitable.

4.2.2   Renal Function

4.2.3   Calvert

4.3   Explain what each form does

Start

Gives you access to the Calculators, Regime and RegimeViewer.

Calculators

Self-contained calculators for BSA, Renal Function and Calvert.

Regime

Displays a list of patients, includes search and filter by regime functionality.

PatientData

This form is used to view and update patient data and includes integrated dose calculators.

RegimeViewer

Displays a list of Regimes.

RegimeEditor

This form is used to view and update Regimes.

SPC Viewer

Specification of Product Characteristics viewer, this shows the SPC page for the current drug as shown on the website

4.4 Comment on any validation the user can expect to happen

4.5 Comment on any on-screen help/menus etc

4.6 Give samples of the error messages generated (in-situ!)

4.7 Indicate what to do if something goes wrong

Chapter 5

Explain how to back-up the system (program and data files).