



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



# NCIS Training Guide

## Creating, Sharing and Transferring a Tumour Case

Document Ref: NCIS\_TRAIN\_19

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## 1 Background

The National Cancer Information System provides a longitudinal record of a patient's cancer care delivered in hospitals involved in the NCIS project.

Each patient's NCIS record is managed using Tumour Cases. These are created in NCIS.Chart and contain all information, progress and treatment associated with a single cancer diagnosis in a patient's NCIS record. If the patient has another cancer diagnosed a separate Tumour Case must be created.

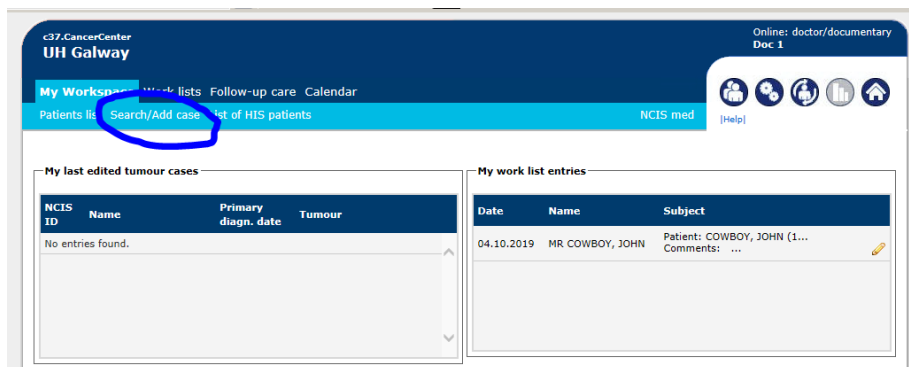
For a summary of how NCIS organises a patient's NCIS record and the relationship between Tumour Cases, Therapy Forms and Therapy Plans refer to the NCIS Patient and Case Overview Quick Guide (NCISTRAIN2).

This Guide explains how to create a new tumour case, therapy form and therapy plan for a patient and then how to share or transfer an existing case with other hospitals.

**NOTE: All screenshots in this Quick Guide are from the Test Environment of NCIS. All patients and hospital are fictitious and are not intended to represent the identity, setup and functionality or real patients or facilities.**

## 2 Creating a Tumour Case

In the My Workspace screen of NCIS.Chart click Search/Add case



Search for the patient. **Note:** this search will search return patients registered on the National Master Patient Index (MPI). It will be possible for you to view all patients that have a PAS record in the hospital(s) to which you have permission to access. Given the large number of patients in the MPI it is recommended to search using Last Name, First Name and Date of Birth.

**Search/Add patient**

Please enter last name, first name or date of birth

Surname  x

First name

Date of Birth

Health insurance number

or use a Hospital ID

Hospital ID

The following patients were found

NCIS ID Hospital ID	Name	Date of birth gender	Address	Hospital
GM1234675 (GUH)	MRS FLUORINE, MARY	15.08.1976 (f)	TESTING NCIS SOFTWARE TESTING FUNCTIONALITY TEST DUBLIN ROAD DUBLIN	MPI

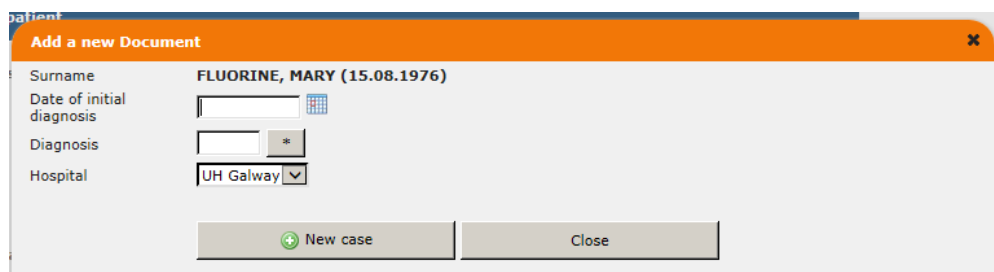
The search will return all patients in the MPI that match the search criteria entered.

- If the patient has no current Tumour Case the Hospital will be listed as MPI
- The Patient ID for the hospital to which you are signed into will be shown
- If the patient already has an existing Tumour Case, that tumour case will be displayed, the name of the hospital and an NCIS ID will be also be displayed
  - The NCIS ID is a 11 digit number that is unique to each NCIS patient and is generated when a Tumour Case is first created

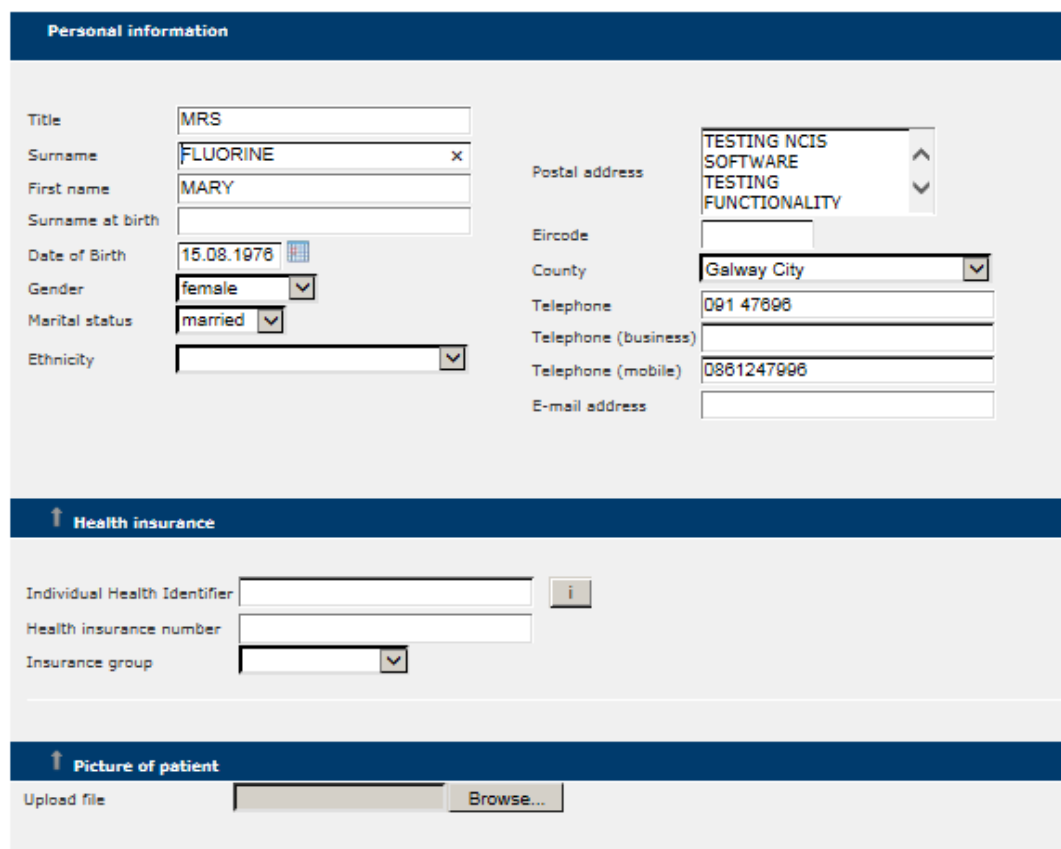
Click on the patient you wish to create a tumour case for. The following box will appear that gives the option of adding a date of initial diagnosis, the diagnosis and the hospital to which you wish to add the case.

**Note:** It is not mandatory to add a diagnosis or date at this point, however to maximise the functionality available it is recommended to do so where possible. If not entered at this point it is recommended to enter the diagnosis in the Tumour Case as soon as it becomes available/agreed.

Click “New case”



The following screen will now show. Information from the local PAS system will populate in this screen and should be confirmed before continuing. It is also possible at this point to add a photo of the patient by clicking the “Browse” button in the “Picture of the Patient” section. Once complete click “Save” at the bottom of the screen.



The patients new Tumour Case will now be visible.

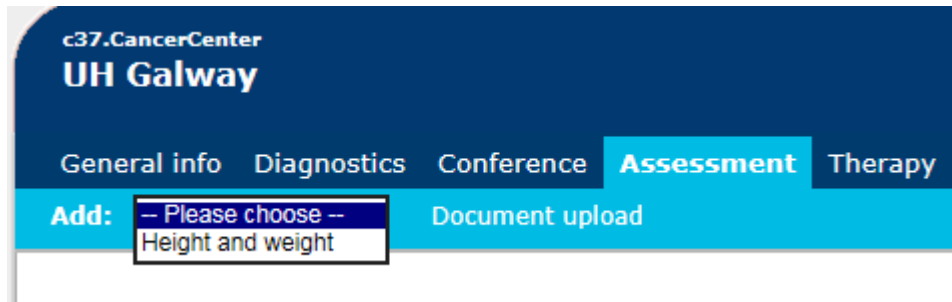
The screenshot shows a web-based form for a patient named MRS FLUORINE, MA... at UH Galway. The form is titled 'c37.CancerCenter UH Galway' and includes a patient summary at the top right with details: Patient: MRS FLUORINE, MA..., D.O.B.: 15.08.1976 (43), NCIS ID: 12638000070, and Hospital ID: GM1234675 (GUH). Below this is a navigation bar with tabs: General info, Diagnostics, Conference, Assessment, Therapy, and Communication. The 'General info' tab is active, showing sub-tabs: Personal info, Tumour case, and Clinical history. The 'Tumour case' sub-tab is selected. The form is divided into sections: 'Basic data' with fields for Referring physician, Primary consultant, Family doctor/Specialist, and Comorbidities; 'Primary diagnosis' with fields for Primary diagn. date (01.04.2020), Primary diagnosis (C20), and a checkbox for 'Suspicion of'; and 'Colorectal cancer' with fields for Tumour type, Localisation, Tumour biology, and Diagnosis confirmation, along with a date field 'on'. An 'Edit' button is located at the top right of the form.

c37.CancerCenter UH Galway		Patient	MRS FLUORINE, MA...
		D.O.B.	15.08.1976 (43)
		NCIS ID	12638000070
		Hospital ID	GM1234675 (GUH)
<b>General info</b>   Diagnostics   Conference   Assessment   Therapy   Communication			
Personal info   <b>Tumour case</b>   Clinical history			
<b>Basic data</b>			
Referring physician			
Primary consultant			
Family doctor/Specialist			
Comorbidities			
<b>Primary diagnosis</b>			
Primary diagn. date	01.04.2020		
Primary diagnosis	C20 Malignant neoplasm of rectum		
<input type="checkbox"/> Suspicion of			
<b>Colorectal cancer</b>			
Tumour type			
Localisation			
Tumour biology			
Diagnosis confirmation			
			on

**Note:** There are multiple fields in the Tumour Case form, some specific to the diagnosis entered. No fields are mandatory but information entered here may be useful for MDMs and case reporting.

### 3 Entering Height and Weight

Click on the Assessment Tab, then Choose Height and weight from the Add drop down menu.

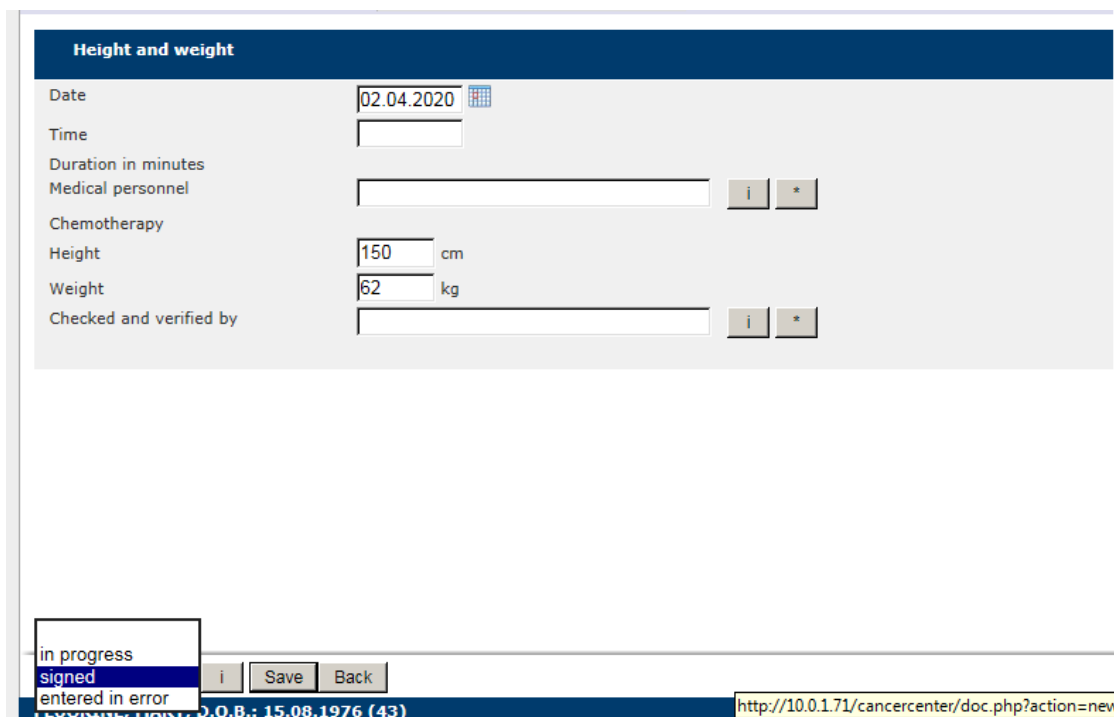


The screenshot shows the top navigation bar of the c37.CancerCenter UH Galway system. The 'Assessment' tab is highlighted in blue. Below the navigation bar, the 'Add:' dropdown menu is open, showing the option 'Height and weight' selected. To the right of the dropdown is a 'Document upload' button.

Enter the patient's height and weight, change the drop down at the bottom of the page to signed, then click save.

**Note:**

- Height and weight do not need to be entered immediately however it is recommended to enter an initial height and weight before creating the patient's Therapy Form and Therapy Plan
- Further information may be entered in the height and weight form such as the user who checked and verified the height and weight. These fields are not mandatory and can be used if required by local processes.
- **It is essential to SIGN and SAVE the form to ensure the height and weight are populated in the Therapy Form and in NCIS.Med**



The screenshot shows the 'Height and weight' form. The form has a blue header with the title 'Height and weight'. The fields are as follows:

Field	Value
Date	02.04.2020
Time	
Duration in minutes	
Medical personnel	
Chemotherapy	
Height	150 cm
Weight	62 kg
Checked and verified by	

At the bottom of the form, there is a status bar showing 'in progress', 'signed', and 'entered in error'. There are also buttons for 'Save' and 'Back'. The URL at the bottom is <http://10.0.1.71/cancercenter/doc.php?action=new>.

## 4 Creating a Therapy Form

Therapy Forms are created within a Tumour Case and each represents a line or type of SACT treatment. There may be multiple Therapy Forms within the same Tumour Case.

Click on the Therapy Tab and choose “Therapy (NCIS med)” from the Add drop down list.

The new Therapy Form appears:

- The height and weight and diagnosis have been populated from the Height and Weight Form and the Tumour Case respectively.
- The decision to treat date<sup>1</sup> is automatically populated with the date of Therapy Form creation but this can be changed as appropriate
- The Ready to Treat Date<sup>2</sup> will be automatically populated when the patient is planned for SACT in NCIS.Med
- Fields highlighted yellow are not mandatory however these are the fields that have been identified as necessary for completion of the SACT dataset

Click the NCIS Med button to Transition to NCIS.Med and create a Therapy Plan

<sup>1</sup> The date on which it was decided that the patient required a specific planned SACT treatment. This is the date that the consultation between the patient and the Medical Oncologist/Haematologist clinician took place and a planned SACT treatment was agreed and consented by the patient

<sup>2</sup> The date on which it was agreed that the patient is deemed fit to receive a specific planned SACT Treatment. The date Ready to Treat must be specified by the treating Medical Oncologist/Haematologist

## 5 Creating a Therapy Plan

Each Therapy Form is linked with a Therapy Plan in NCIS.Med. The Therapy Plan is like the prescription for a given regimen or line of treatment and governs: prescribing, verification, preparation/dispensing and administration.

When you transition in patient context (as we did in the previous step) from the Therapy Form to the Therapy Plan in NCIS.Med the linkage will be established and information will move between them.

After clicking NCIS.Med in the patients Therapy Form the NCIS.Med application will launch in the patients record and the Add Therapy Plan window will appear.

It is now possible to:

- Select a regimen for the patient from the NCIS Regimen Library (based on NCCP National Regimens)
- Filter available regimens by diagnosis by selecting the check box
- Complete the planned start date for treatment (this is the date that will populate the Ready to Treat Date in the Therapy Form)
- Complete the Place of Delivery (ward or day centre where treatment will be given) and Cost Centre (Primary Consultant)

**NOTE: It is strongly advised to complete the Place of Delivery and Cost Centre at this point, not completing these fields effect the ability to postpone cycles and modify doses. They must be completed cycle by cycle if not completed at this point.**



Once all fields are completed, click Save and the patient's Therapy will be planned. Further details on how to manage treatment in NCIS.Med are available in the BD CATO Manuals and other relevant NCIS Quick Guides.

The screenshot displays the 'Therapies' section of the NCIS.Med system for a patient named Mrs. FLUORINE MARY, born 15 Aug 1976. The interface shows a treatment plan for 'Bleomycin, Etoposide and Cisplatin (BEP)' (Version 1, Therapy plan number: 515). The plan consists of 3 cycles over 57 days. Each cycle is 15 days long, with a 21-day interval between cycles. The cycles are scheduled as follows:

- Cycle 1:** 02 Apr - 16 Apr
- Cycle 2:** 23 Apr - 07 May
- Cycle 3:** 14 May - 28 May

Below the cycle list, the 'REIMBURSEMENT STATUS' is noted as 'Not defined, the indication has yet to be assessed through the formal HSE reimbursement process.' The 'SUPPORTIVE CARE' section includes 'EMETOGENIC POTENTIAL' information: 'Days 1-5 High' and 'Days 8-15 Minimal (Refer to local policy)'. The 'PREMEDICATIONS' section is currently empty. The bottom of the screen shows a summary bar for 'Bleomycin, Etoposide and Cisplatin (BEP)'.

## 6 Sharing a Tumour Case

Shared Care, as defined in NCIS, is when a patient's tumour case is accessed from a second hospital but the tumour case remains in the original hospital. For example when a patient's main treatment is to remain in the original hospital and a second hospital is giving part of the treatment.

The case is accessed through NCIS.Chart and the facility of the Tumour Form is changed to ensure the correct local patient ID is shown in NCIS.Med. The receiving hospital needs to accept the shared care patient by completing the following steps.

In this example, a tumour case residing in Hospital SLH is going to be shared with Hospital UH Galway. Hospital UH Galway user logs in to NCIS.Chart. The user clicks Search/Add case and types in the patient's Surname, First Name and Date of Birth.

**UH Galway**  
My Workspace Work lists Follow-up care Calendar  
Patients list **Search/Add case** List of HIS patients

**Search/Add patient**  
Please enter last name, first name or date of birth  
Surname   
First name   
Date of Birth   
Health insurance number   
or use a Hospital ID  
Hospital ID

The following patients were found

NCIS ID Hospital ID	Name	Date of birth gender	Address	Hospital
12655000055 GM1234612 (GUH)	PRESTON, ZACH	15.08.1976 (m)	TESTING NCIS SOFTWARE TESTING FUNCTIONALITY TEST DUBLIN ROAD DUBLIN	St. Luke's Dublin

The search will return all patients in the MPI that match the search criteria entered, provided the patient has a PAS record in the hospital you are signed in to.

- As this patient has a current Tumour Case the hospital is listed as the location of this tumour case (St Lukes Dublin)
- The Patient ID for the hospital you are signed into will be shown (*note: this patient has a PAS entry in Hospital UH Galway*)
- The NCIS ID (12655000055) is also shown as the patient has an NCIS Record

Click on the patient you wish to view and the following box will appear. The details of the already existing Tumour Case are visible, you can either open this case or create a new Tumour Case for the patient. In this example as we are sharing care, we click Open Case.

Diagnosis date	Client/Diagnosis	Staging	Action
17.09.2019	St. Luke's Dublin C44.0 Malignant neoplasm of skin of lip		Open case

Close New case

The patients Tumour Case now opens. **Note:** the orange background around the case signifies that the case is in a different hospital. It is now possible for the user to interact with the tumour case in NCIS.Chart

To work with the patient's Therapy Plan in NCIS.Med click on the Therapy Tab and the Therapy form will open. If the patient has multiple Therapy Forms, click on the one you wish to work with.

Date	PDF	Name	Disease	Status	Event
09.10.19		Therapy (NCIS med) Therapy line 1 BSA: 1.83 m², BMI: 22.2 Cycle 1 Trastuzumab (loading dose) DOCETaxel CARBOplatin (TCH: 08.10.2019 - 10.10.2019 Dexamethasone Cycle 2 TC: 29.10.2019 - 31.10.2019 Dexamethasone Cycle 3 TC: 19.11.2019 - 21.11.2019 Dexamethasone Cycle 4 TC: 10.12.2019 - 12.12.2019 Dexamethasone Cycle 5 TC: 31.12.2019 - 02.01.2020 Dexamethasone Cycle 6 TC: 21.01.2020 - 23.01.2020 Dexamethasone Cycle 7 Trastuzuma: 12.02.2020 - 12.02.2020 Trastuzumab Cycle 8 Trastuzuma: 04.03.2020 - 04.03.2020 Trastuzumab Cycle 9 Trastuzuma: 25.03.2020 - 25.03.2020 Trastuzumab Cycle 10 Trastuzuma: 15.04.2020 - 15.04.2020 Trastuzumab Cycle 11 Trastuzuma: 06.05.2020 - 06.05.2020 Trastuzumab	Initial disease C44.0 17.09.2019	in progress	

If it is the first time this Therapy is to be managed in NCIS.Med, it is necessary to share the Therapy Form with the receiving facility.

**Note:** To prevent a receiving hospital being unaware that a patient is to be shared with them for the purposes of treatment this step must be completed by a user in the receiving hospital.

In the patients Therapy Form click edit then change the Facility drop down to the receiving hospital – in this case University Hospital Galway

St. Luke's Dublin

Patient: PRESTON, ZACH  
D.O.B.: 15.08.1976 (43)  
NCIS ID: 1265500055  
Hospital ID: S12406 (SLH)

General info Diagnostics Conference Assessment **Therapy** Communication

Add: -- Please choose -- Facility: -- please select --  
University Hospital Galway  
St. Luke's Hospital, Rathgar Dublin

Associated disease: Initial disease: C44.0 from 17.09.2019

Therapy (NCIS med), Therapy line 1 Therapy-ID (NCIS med): 410 NCIS med

Therapy type: Therapy line: 1

Decision to treat Date: 07.10.2019  
Ready to treat Date: 09.10.2019  
Diagnosis: C44.0 Malignant neoplasm of skin of lip

Consent Form Completed: ☐ yes ☐ no

Diagnosis: C44.0 (17.09.2019)  
Malignant neoplasm of skin of lip  
30.09.2019 Height and weight  
30.09.2019 Therapy (NCIS med)  
09.10.2019 Therapy (NCIS med)  
Vital status: Patient alive  
30.09.2019 (Height and weight)

Assessment: Baseline(+)  
Assessment: Extravasation(+)

Click Yes when asked if you wish to change the place of treatment

Note

Would you like to change the place of treatment?

Yes No

BSA: 1.83 m² BMI: 22.2

Click Save

Therapy (NCIS med), Therapy line 1 Therapy-ID (NCIS med): 410 NCIS med

Therapy type: Therapy line: 1

Decision to treat Date: 07.10.2019  
Ready to treat Date: 09.10.2019  
Diagnosis: C44.0 Malignant neoplasm of skin of lip  
Diagnosis date: 17.09.2019  
Assessment Date: 30.09.2019

Performance Status: ☐ ECOG ☐ Lansky score ☐ Karnofsky score

Height: 175 cm Weight: 68 kg  
BSA: 1.83 m² BMI: 22.2

Therapy Plan from NCIS med [ + / - ]

DOCetaxel, CARBOplatin and Trastuzumab (TCH) - 21 days - Version 4

Therapy intent: ☐ Curative ☐ Disease-control ☐ Palliative

Specify therapy intent:

Therapy setting: ☐ Neo-

in progress Save Back Add to worklist

There will be a short delay after clicking save before returning to the below screen (this is to allow NCIS.Chart to send a message to NCIS.Med to share the patients NCIS.Med record with users from the receiving hospital).

Once the below screen is visible it is now possible for any UH Galway user to access the patients record in NCIS.Med, either by transitioning in patient context through the Therapy Form or out of patient context from the “my workspace” page.

**c37.CancerCenter St. Luke's Dublin**

Patient: **PRESTON, ZACH**  
 D.O.B. 15.08.1976 (43)  
 NCIS ID 12655000055  
 Hospital ID S12406 (SLH)

General info Diagnostics Conference Assessment **Therapy** Communication

Add: -- Please choose -- Document upload Results from Interface

FORM FILTER No filter

Date	PDF	Name	Disease	Status	Event
09.10.19		<b>Therapy (NCIS med) Therapy line 1</b> Height: 175 cm, Weight: 68 kg, BSA: 1.83 m², BMI: 22.2	Initial disease C44.0 17.09.2019	in progress	

Note that when accessing the patient in NCIS.Med as a UH Galway user, the UH Galway Patient ID is visible (for users working with the Therapy Plan in SLH the SLH ID will be shown).

Mr. **PRESTON ZACH** • d.o.b. 15 Aug 1976 43.7 Yrs • Patient no.: GM1234612 • GUH - GUH Ward

Today Therapies Compact Complete Patient data Medical results Diagnoses Cumul. doses

08 Oct 2019 - 30 Sep  
**DOCÉtaxel, CARBOplatin and Trastuzumab (TCH) - 21 days** Version 4 • Therapy plan number: 410

Cycles: 18 • Days: 359  
 REIMBURSEMENT STATUS:

When working with individual medications or cycles the receiving hospital will need to change the place of delivery and cost centre to their own wards and Consultants. Again this can only be done by the receiving hospital to prevent a sending hospital sharing a case accidentally or without the receiving hospitals knowledge.

**Set place of delivery**

Place of delivery: GUH - Oncology Haematology Day Ward

OK Cancel

**NOTE:** If both cost centre and place of delivery are not changed to local values then the medication will not be shown on the receiving hospitals medication list.

## 6.1 Transitioning in a Shared Therapy Form

It is important to note the Facility associated with the Therapy Form when transitioning in Patient Context as this will determine the Local ID that is visible for the patient.

In the case below the user is a UH Galway user but the Therapy Form is associated with the facility St Lukes Hospital.

If transitioning in patient context from the therapy form the patients Local ID will show as St Lukes rather than Galway.

The patient's assigned hospital will also show as "SLH-SLH Ward", this indicates that the last hospital assigned to the patient was SLH.

**Mr. PRESTON ZACH • d.o.b. 15 Aug 1976 43.7 Years • Patient no.: S12406 • SLH - SLH Ward**

The list of Unit Assignments in the Patient Data Tab shows all the hospitals that the patient has been assigned. The unit assignments are used to determine which users can access this patient record and do not reflect the present location of the patient or where their SACT is to be delivered. Delivery location should be managed using Place of Delivery as described above.

### List of unit assignments

From	Until	Unit
06/04/2020 13:33	-	SLH - SLH Ward
02/04/2020 15:53	06/04/2020 13:32	GUH - GUH Ward

**Note: The Local ID shown when transitioning out of patient context will always be the ID that relates to the user. I.E. for UH Galway users the Galway ID will show, for SLH users the SLH Id will show.**

## 7 Transferring a Tumour Case

Transfer of care is when a patient's tumour case is transferred to a second hospital as they are taking over the patient cancer care. For example a patient is discussed at MDM in one hospital and then moved to another for treatment, or a patient starts treatment in one hospital but then moves to another.

The case is transferred using Chart by the receiving hospital pulling the case across. There must be local governance arrangements in place to ensure cases are only transferred with agreement from both hospitals.

**NOTE: The case transfer process can only be undertaken by a user with Case Manager or Administrator permissions.**

In this example a tumour case residing in Hospital SLH is going to be transferred to Hospital UH Galway. The Hospital UH Galway case-manager user logs in to NCIS.Chart, they then click Search/Add case and type in the patients Surname, First Name and Date of Birth.

**UH Galway**

My Workspace Work lists Follow-up care Calendar

Patients list **Search/Add case** List of HIS patients

**Search/Add patient**

Please enter last name, first name or date of birth

Surname

First name

Date of Birth

Health insurance number

or use a Hospital ID

Hospital ID

The following patients were found

NCIS ID Hospital ID	Name	Date of birth gender	Address	Hospital
12655000055 GM1234612 (GUH)	PRESTON, ZACH	15.08.1976 (m)	TESTING NCIS SOFTWARE TESTING FUNCTIONALITY TEST DUBLIN ROAD DUBLIN	St. Luke's Dublin

The search will return all patients in the MPI that match the search criteria entered, provided the patient has a PAS record in the hospital you are signed in to.

- As this patient has a current Tumour Case, the hospital is listed as the location of this tumour case (St Lukes Dublin)

- The Hospital ID for the hospital you are signed into will be shown
- The NCIS ID (12655000055) is also shown as the patient has an NCIS Record

Click on the patient you wish to view and the following box will appear. The details of the already existing Tumour Case are visible, you can either open this case or create a new Tumour Case for the patient. In this example as we are transferring care, we click Open Case.

The screenshot shows a patient case for Preston, Zach, with a diagnosis date of 17.09.2019 and a diagnosis of C44.0 Malignant neoplasm of skin of lip. The case is highlighted with an orange background, indicating it is from a different hospital. The interface includes buttons for 'Open case', 'Close', and 'New case'.

The patients Tumour Case now opens. **Note:** the orange background around the case signifies that the case is in a different hospital. It is now possible for the user to interact with the tumour case in NCIS.Chart

The screenshot shows the details of the patient case for Preston, Zach. The case is highlighted with an orange background. The interface includes tabs for General info, Diagnostics, Conference, Assessment, Therapy, and Communication. The Primary diagnosis is C44.0 Malignant neoplasm of skin of lip. The interface also includes a list of related records such as Assessment, Biopsy, Clinical history, Conference, CTCAE Record, Current medications, CVAE Record, Diagnostic Imaging, Distress Thermometer, and Education Record.



Click Edit on the Tumour Case and then click “Transfer to other client”

The screenshot shows the 'Tumour case' tab in the NCIS system. The 'Basic data' section includes fields for Referring physician, Primary consultant, Family doctor/Specialist, and Comorbidities. The 'Primary diagnosis' section shows a date of 17.09.2019 and a diagnosis of C44.0 (Malignant neoplasm of skin of lip). The 'Skin cancer' section is expanded, showing fields for Tumour type, Localisation, Localisation - side, Tumour biology, and Diagnosis confirmation. At the bottom, there are buttons for 'Enter clinical staging', 'Enter pathological staging', and a row of action buttons: 'Save', 'Print', 'Back', 'Add to worklist', 'Delete case', and 'Transfer to other client'. The 'Transfer to other client' button is circled in blue.

Select the receiving hospital from the drop down list and enter a reason for the transfer. Click Transfer to other client.

The 'Transfer to other client' dialog box is shown. It contains the following fields and instructions:

- Choose organ centre:** A dropdown menu with 'UH Galway' selected.
- Reason for transfer:** A dropdown menu with 'other' selected.
- Comments:** A text area with 'Transferring Hospitals' entered.

At the bottom of the dialog are two buttons: 'Transfer to other client' and 'Cancel'.

Note now the orange background has gone and the hospital name has changed to UG Galway signifying that the case has been transferred.

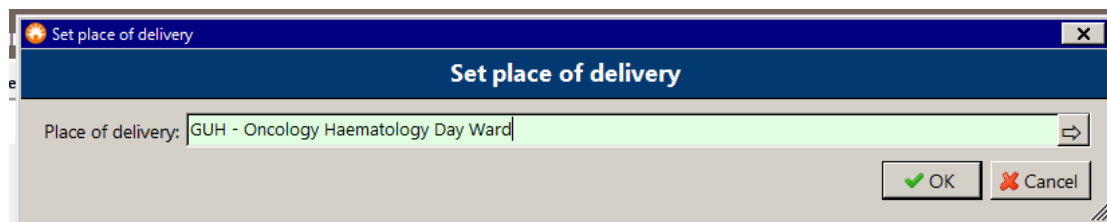
It is now possible for any UH Galway user to access the patients record in NCIS.Med. Either by transitioning in patient context through the Therapy Form or out of patient context.

When a case has been transferred the details are recorded in the communications tab:

Date	PDF	Name	Disease	Status	Event
03.04.20		Letter /	not specified	in progress	
02.04.20		Change Organcenter from: St. Luke's Dublin to: UH Galway; Reason: other; by: NCIS_Test_Nurse2	not specified	in progress	

Note now when accessing the patient in NCIS.Med the UH Galway Patient ID is visible.

When working with individual medications or cycles the receiving hospital will need to change the place of delivery and cost centre to their own. Again this can only be done by the receiving hospital to prevent a sending hospital modifying a case accidentally or without the receiving hospitals knowledge.



**NOTE:** If both cost centre and place of delivery are not changed to local values then the medication will not show on the receiving hospitals medication list.