

NCIS – Cycle Postponement Guide

This guide was developed to assist in managing cycle postponements in NCIS. It can also act as a training guide to support users with the use of the system, and to improve familiarisation with the system.

Electronic prescribing has been proven to enhance medication safety; however it may introduce new risks such as selection errors. This guide has been designed to outline the system functionality. We hope that you get the most out of this resource and that it aids you in your use of NCIS.

If you have any queries or suggestions for improvement, do not hesitate in contacting the NCIS office ncis@cancercontrol.ie

Important information relating to NCIS training

- Please read the scenario in **full**, and any tips and warning points before attempting the tasks. Learning points are included to guide you through particular aspects of system functionality.
- The scenarios set out in this guide are outlined to provide guidance and may vary slightly from actual tasks that are carried out in practice, but are included to :
 - Instruct on the set up of information for scenarios e.g. having cycles in the correct status before beginning the scenario
 - Demonstrate certain workflows

Important information relating to medications on NCIS

- NCIS **does not** alert for all **DUPLICATE PRESCRIBING** or for any **DRUG INTERACTIONS**
 - It is therefore important to check the patient history.
- NCIS **does not** alert for all cycle postponement and dose modification considerations
 - It is therefore important to check the regimen information when confirming a dose.

This Training Guide Contains the following Scenarios:

1. *Postponing a Planned Cycle*
2. *Postponing a Physician Verified Cycle*
3. *Postponing a cycle containing a Pharmacist Verified Medicine*
4. *Postponing a cycle that contains a Prepared Medicine*
5. *Postponing a cycle that contains a Dispensed Medicine*
6. *Postponing treatment mid cycle*

KEY



Warning Point



Tips



Learning Points



Check-box to indicate section has been read/completed

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Revision number	Version 1	Document approved by	Meadhbh Lysaght
Approval date	12/11/2019	Responsibility for implementation	NCIS Office
Revision date	12/11/2021	Responsibility For review and audit	NCIS Office

Scenario 1 – Postponing a Planned Cycle

- You are viewing a cycle in planned status in NCIS Med
- Postpone the cycle by 7 days

Open the cycle you wish to postpone in the therapy plan

23 Aug - 29 Nov
Dose Dense DOXOrubicin, Cyclophosphamide (AC 60/600) 14 day followed by PAclitaxel (175) 14 day (DD AC-T) Version 1
3 x Therapy plan number: 295
Cycles: 8 • Days: 99

comment ...

17 Oct - 18 Oct
Cycle 5 PAclitaxel 2 Days • Day 1 is 18 Oct

Cycle postponement rules: If NEUT less than 1x10⁹/L, then postponement by 7 days • If PLT less than 100x10⁹/L, then postponement by 7 days

18 Oct - 19 Oct
07:30 5min raniTidine Solution for injection/infusion 50mg • Division: 1 x
50mg by intravenous injection PLANNED by 17001 on 18 Aug Edit flags

07:30 5min Ondansetron Solution for injection/infusion 8mg • Division: 1 x
8mg by intravenous injection PLANNED by 17001 on 18 Aug Edit flags

08:00 3h PAclitaxel 369.35mg (175mg/m² BSA Dubois)
in 500mL NaCl 0.9% • by intravenous infusion PLANNED by 17001 on 18 Aug Edit flags

Renal Impairment
No dose reductions necessary

Select Cycle Context Window and click “Postpone Cycle”

23 Aug - 29 Nov
Dose Dense DOXOrubicin, Cyclophosphamide (AC 60/600) 14 day followed by PAclitaxel (175) 14 day (DD AC-T) Version 1
3 x Therapy plan number: 295
Cycles: 8 • Days: 106

comment ...

18 Oct - 19 Oct
Cycle 5 PAclitaxel 2 Days • Day 1 is 26 Oct

Cycle postponement rules: If NEUT less than 1x10⁹/L, then postponement by 7 days • If PLT less than 100x10⁹/L, then postponement by 7 days

18 Oct - 19 Oct
07:30 5min Ondansetron Solution for injection/infusion 8mg • Division: 1 x
8mg by intravenous injection

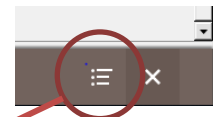
08:00 3h PAclitaxel 369.35mg (175mg/m² BSA Dubois)
in 500mL NaCl 0.9% • by intravenous infusion

Renal Impairment
No dose reductions necessary
Hepatic Impairment

Cycle 5 PAclitaxel

Select all medications and appointments
Select only main medications
Select time period
Crop all comments and appointments
Postpone cycle
Edit
Delete
Billing codes
Cycle postponement rules
Display regimen
Set place of delivery
Set cost center
Event log
Print
Copy

To Access the Cycle Context Window



Enter the number of days to postpone the cycle by or enter the date for the new cycle.
In this case we will postpone the cycle by 7 days

Postpone cycle

Plus 7 Days = 25/10/2019

☐ Do not postpone follow-up cycles

OK Cancel

To only postpone the current cycle,
Click “Do not postpone follow-up cycles”.
The “Distance” is the time between Day 1 of the proceeding cycle to day 1 of the next cycle.

Postpone cycle

Plus 1 Days = 26/10/2019

☒ Do not postpone follow-up cycles

OK Cancel

25 Oct - 26 Oct
Cycle 5 PAclitaxel 2 Days • Day 1 is 26 Oct

Distance: 13 days after Cycle 5 PAclitaxel

07 Nov - 08 Nov
Cycle 6 PAclitaxel 2 Days • Day 1 is 08 Nov

The current cycle and all remaining cycles have been postponed by 7 Days.
- Note Day 1 is the first day of a main medication.

24 Oct - 25 Oct
Cycle 5 PAclitaxel 2 Days • Day 1 is 25 Oct

Distance: 14 days after Cycle 5 PAclitaxel

07 Nov - 08 Nov
Cycle 6 PAclitaxel 2 Days • Day 1 is 08 Nov

Distance: 14 days after Cycle 6 PAclitaxel

21 Nov - 22 Nov
Cycle 7 PAclitaxel 2 Days • Day 1 is 22 Nov

Scenario 2 – Postponing a Physician Verified Cycle

- You are viewing a cycle in physician verified status in NCIS Med
- Postpone the cycle by 10 days



Open the cycle you wish to postpone in the therapy plan

03 Sep - 19 Nov
PACLitaxel Monotherapy 80mg/m² - 7 days Version 3 - Therapy plan number: 308
Cycles: 12 - Days: 78

REIMBURSEMENT:
03 Sep - 03 Sep
Week 1 PACLitaxel 80mg/m² 1 Day
Cycle postponement rules: If NEUT less than 1x1009/L, then postponement by 7 days • If PLT less than 70x1009/L, then postponement by 7 days

TIME	DATE	Medication	Division	Status
07:30	03 Sep	Dexamethasone Solution for injection/infusion 10mg	1 x 8mg + 0.5 x 4mg	PHYSICIAN-VERIFIED
07:30	03 Sep	Chlorphenamine Solution for injection 10mg	10mg	PHYSICIAN-VERIFIED



Select the Cycle Context Window and click “Postpone Cycle”

03 Sep - 03 Sep
Week 1 PACLitaxel 80mg/m² 1 Day
Cycle postponement rules: If NEUT less than 1x1009/L, then postponement by 7 days • If PLT less than 70x1009/L, then postponement by 7 days

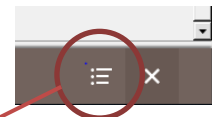
TIME	DATE	Medication	Division	Status
07:30	03 Sep	raNITidine Solution for injection/infusion 50mg	1 x 50mg	
07:30	03 Sep	Ondansetron Solution for injection/infusion 8mg	1 x 8mg	
08:00	03 Sep	PACLitaxel 168.84mg (80mg/m ² BSA Dubois) in 250mL NaCl 0.9% • by intravenous infusion		

Renal impairment: No dose modifications necessary

Week 1 PACLitaxel 80mg/m²



To Access the Cycle Context Window



Enter number of days to postpone the cycle by or date for new cycle. In this case we will postpone the cycle by 10 days. You will also be prompted to enter a reason code.

Postpone cycle

Plus 10 Days = 13/09/2019

☐ Do not postpone follow-up cycles

OK Cancel



To only postpone the current cycle click “Do not postpone follow-up cycles”. The “Distance” is the time between Day 1 of the preceding cycle to day 1 of the next cycle.

Postpone cycle

Plus 1 Days = 26/10/2019

☒ Do not postpone follow-up cycles

OK Cancel

14 Sep - 14 Sep
Week 1 PACLitaxel 80mg/m² 1 Day

Distance: 6 days after Week 1 PACLitaxel 80mg/m²

20 Sep - 20 Sep
Week 2 PACLitaxel 80mg/m² 1 Day



The current Cycle and remaining cycles have been postponed by 10 Days. Note Day 1 is the first day of a main medication.

13 Sep - 13 Sep
Week 1 PACLitaxel 80mg/m² 1 Day

Distance: 7 days after Week 1 PACLitaxel 80mg/m²

20 Sep - 20 Sep
Week 2 PACLitaxel 80mg/m² 1 Day

Distance: 7 days after Week 2 PACLitaxel 80mg/m²

27 Sep - 27 Sep
Week 3 PACLitaxel 80mg/m² 1 Day

Distance: 7 days after Week 3 PACLitaxel 80mg/m²

Scenario 3 – Postponing a cycle that contains a Pharmacist Verified Medicine

- You are viewing a cycle with a Pharmacist Verified medication in NCIS Med
- Postpone the cycle by 7 days



Open the cycle you wish to postpone in the therapy plan. Note this cycle contains a Pharmacist Verified medication.

14 Sep - 20 Sep
PAclitaxel Monotherapy 80mg/m² - 7 days Version 3 - Therapy plan number: 308

Cycles: 12 • Days: 77

REIMBURSEMENT

14 Sep - 14 Sep
Week 1 PAclitaxel 80mg/m² 1 Day

Cycle postponement rules: If NEUT less than 1x10⁹/L, then postponement by 7 days • If PLT less than 70x10⁹/L, then postponement by 7 days

Sat 14 Sep 07:30 30min Ondansetron Solution for injection/infusion 8mg • Division: 1 x 8mg by intravenous injection

08:00 60min PAclitaxel 168mg • 99.5% (79.6mg/m² BSA Dubois) in 250mL NaCl 0.9% 250mL Infusion bag non-PVC (out-sourced) • by intravenous infusion

PHARMACIST-VERIFIED

Renal impairment: No dose modifications necessary

Hepatic impairment
ALT < 10xULN and total bilirubin ≤ 1.25xULN give 80mg/m² PAclitaxel

Select Cycle Context Window and click “Postpone Cycle”



14 Sep - 14 Sep
Week 1 PAclitaxel 80mg/m² 1 Day

Cycle postponement rules: If NEUT less than 1x10⁹/L, then postponement by 7 days • If PLT less than 70x10⁹/L, then postponement by 7 days

Sat 14 Sep 07:30 30min raNITidine Solution for injection/infusion 50mg • Division: 1 x 50mg by intravenous injection

07:30 30min Ondansetron Solution for injection/infusion 8mg • Division: 1 x 8mg by intravenous injection

08:00 60min PAclitaxel 168mg • 99.5% (79.6mg/m² BSA Dubois) in 250mL NaCl 0.9% 250mL Infusion bag non-PVC (out-sourced) • by intravenous infusion

Renal impairment: No dose modifications necessary

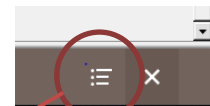
Hepatic impairment
ALT < 10xULN and total bilirubin ≤ 1.25xULN give 80mg/m² PAclitaxel
ALT < 10xULN and total bilirubin ≤ 1.25xULN give 80mg/m² PAclitaxel

Week 1 PAclitaxel 80mg/m²

Select all medications and appointments
Select only main medications
Select time period
Crop all comments and appointments
Postpone cycle
Edit
Billing codes
Cycle postponement rules
Set place of delivery
Set cost center
Event log
Print
Copy



To Access the Cycle Context Window



Enter number of days to postpone cycle by or date for new cycle. In this case we will postpone the cycle by 7 days. You will also be prompted to enter a reason code

Postpone cycle

Plus Days = 7 21/09/2019

☐ Do not postpone follow-up cycles

OK Cancel



To only postpone the current cycle click “Do not postpone follow-up cycles”. The “Distance” is the time between Day 1 of the proceeding cycle to day 1 of the next cycle. In this case the distance between week 1 and 2 will become 5 days.

Postpone cycle

Plus Days = 7 23/09/2019

☒ Do not postpone follow-up cycles

OK Cancel

23 Sep - 23 Sep
Week 1 PAclitaxel 80mg/m² 1 Day

Distance: 5 days after Week 1 PAclitaxel 80mg/m²

28 Sep - 28 Sep
Week 2 PAclitaxel 80mg/m² 1 Day



Cycle and remaining cycles have been postponed by 7 Days. Note Day 1 is the first day of a main medication.

21 Sep - 21 Sep
Week 1 PAclitaxel 80mg/m² 1 Day

Distance: 7 days after Week 1 PAclitaxel 80mg/m²

28 Sep - 28 Sep
Week 2 PAclitaxel 80mg/m² 1 Day

Distance: 7 days after Week 2 PAclitaxel 80mg/m²

05 Oct - 05 Oct
Week 3 PAclitaxel 80mg/m² 1 Day

Scenario 4 – Postponing a Cycle that contains a Prepared Medication

- A patient's treatment is to be postponed, however the pharmacy has already prepared one of the medications
- Postpone the cycle that contains a prepared medication by 7 days

View Cycle with medicine in prepared status

03 Sep - 27 Nov
Bortezomib and Dexamethasone Version 1 • Therapy plan number: 311

Cycles: 4 • Days: 85

REIMBURSEMENT CATEGORY:
Hospital

05 Oct - 18 Oct
Cycle 2 Bortezomib and Dexamethasone 12 days

Sat 05 Oct 08:00 20min
Bortezomib 2.75mg • 100.23% (1.3mg/m² BSA Dubois)
in Bolus • by subcutaneous injection
PREPARED by TPN on 04 Sep • 05:01
Edit flags

Hepatic Impairment:
If mild hepatic impairment bilirubin level <1 x ULN, GGT/ALT & AST levels >1.5 x ULN, modification of starting dose: none

Administration:
Take in the morning with food.

08:05 5min
Dexamethasone Tablet 20mg • Tabs: 10 x 2mg
PHYSICIAN-VERIFIED by TPN on 04 Sep
Edit flags

Select Cycle Context Window and click “Postpone Cycle”

05 Oct - 18 Oct
Cycle 2 Bortezomib and Dexamethasone 12 days

Sat 05 Oct 08:00 20min
Bortezomib 2.75mg • 100.23% (1.3mg/m² BSA Dubois)
in Bolus • by subcutaneous injection

Hepatic Impairment:
If mild hepatic impairment bilirubin level <1 x ULN, GGT/ALT & AST levels >1.5 x ULN, modification of starting dose: none

Administration:
Take in the morning with food.

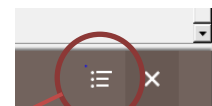
08:05 5min
Dexamethasone Tablet 20mg • Tabs: 10 x 2mg
PO

Sun 06 Oct 08:05 5min
Dexamethasone Tablet 20mg • Tabs: 10 x 2mg
PO

Cycle 2 Bortezomib and Dexamethasone

Context menu options:
Select all medications and appointments
Select only main medications
Select time period
Crop all comments and appointments
Postpone cycle
Edit
Billing codes
Cycle postponement rules
Set place of delivery
Set cost center
Event log
Print
Copy

To Access the Cycle Context Window



Enter number of days to postpone cycle by or date for new cycle and reason for postponement. In this case we will postpone by 7 days for “Medical Reasons”

Postpone cycle

Plus 7 Days = 14/09/2019

☐ Do not postpone follow-up cycles

Possible reasons:
☐ Capacity
☒ Medical reasons
☐ Other

Reason:

OK Cancel



There are two approaches at this point, each will be dealt with separately

OPTION 1



Option 1 – Enter a new medicine in Planned Status

Because there are prepared medications in the cycle the following window appears. In this option we will reinsert a new copy of the prepared medicine in planned status. Ensure the check box is ticked and click OK

Insert medications anew?

The following medications cannot be postponed.

Inserting anew in "planned" status?

☒ Med. #13052: Velcade Powder for subcutaneous use 2.75mg Bolus by subcutaneous injection over 20 min

Note: Medications cannot be postponed, if

- * they are already being prepared or have been prepared already
- * they are linked by timing with a medication which cannot be postponed.

OK Cancel



There is now a new Planned Medication on 12th October (7 days delayed) with the previously prepared medication on 5th October.

Note the cycle banner lists a date range of 5 Oct - 23 Oct, as the prepared medication is still within the cycle

Note also that day 1 is the first day of the new planned medication 12 Oct.

05 Oct - 23 Oct
Cycle 2 Bortezomib and Dexamethasone 19 days - Day 1 is 12 Oct

Sat 05 Oct 08:00 20min Bortezomib 2.75mg + 100.23% (1.3mg/m² BSA Dubois) PREPARED by TPH1 on 04 Sep + GUH

Sat 12 Oct 07:30 Medication selection SKIPPED Low risk of emesis - Select medication required

Sat 12 Oct 08:00 20min Bortezomib 2.75mg + 100.23% (1.3mg/m² BSA Dubois) PLANNED by TPO1 on 04 Sep + GUH

Medication selection Low risk of emesis - Select medication required

The interval remains 21 days as it is taken from Day 1 of Cycle 2 to Day 1 of Cycle 3.

05 Oct - 23 Oct
Cycle 2 Bortezomib and Dexamethasone 19 days - Day 1 is 12 Oct

Distance: 21 days after Cycle 2 Bortezomib and Dexamethasone

02 Nov - 19 Nov
Cycle 3 Bortezomib and Dexamethasone 12 days

Distance: 21 days after Cycle 3 Bortezomib and Dexamethasone

23 Nov - 04 Dec
Cycle 4 Bortezomib and Dexamethasone 12 days

SUPPORTIVE CARE: Take home prescriptions are to be handwritten as an interim measure until system development is complete



The Medication that is not required may now be cancelled, by clicking Edit flags and clicking cancel.

05 Oct - 23 Oct
Cycle 2 Bortezomib and Dexamethasone 19 days - Day 1 is 12 Oct

Sat 05 Oct 08:00 20min Bortezomib 2.75mg + 100.23% (1.3mg/m² BSA Dubois) PREPARED by TPH1 on 04 Sep + GUH

Set ADMINISTRATION OK

Set FINALACU

Set PRELCHECK

CANCELED

OPTION 1



The medication can now be;

- Marked as Returned – the medication will be returned to stock and may be reused
- Reordered – this will reorder a copy of the medication on the same day
- Bill although cancelled – this will cancel the medication and bill the medication for discarding



You will now be asked if you wish to cancel further instances of the medication



Option 2

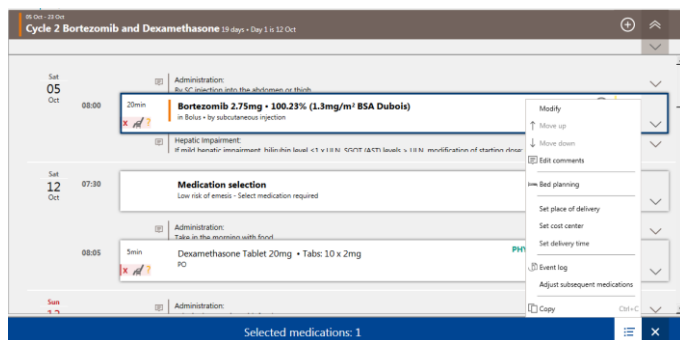
Because there are prepared medications in the cycle the following window appears. You can choose to skip the medicine by not inserting "anew" or reinserting a new medicine in the planned status on the new date by clicking the check box. In this option we will skip the medicine and not reinsert anew



There is now no new Planned Medication on 12th October (7 days delayed) but the prepared medication remains on 5th October. Note the cycle banner lists a date range of 5 Oct - 23 Oct, as the prepared medication is still within the cycle, however notes day 1 as the first day of the new planned cycle.

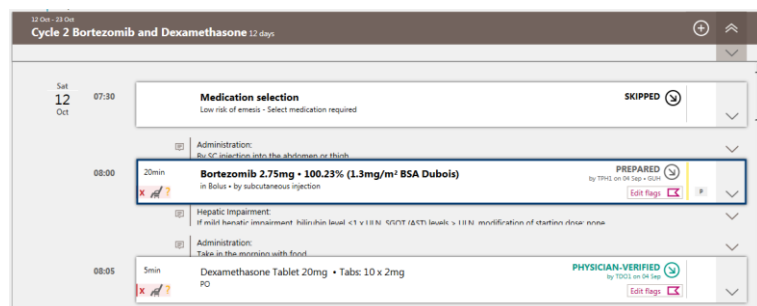
OPTION 2

Now click on the prepared medications context menu and select modify

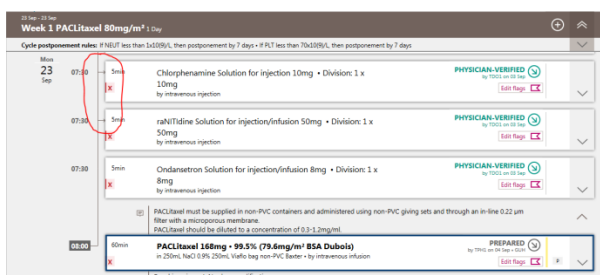
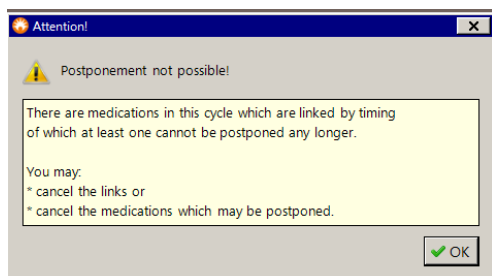


Postpone the medication so it matches with the new cycle

The prepared medication is now on the 12 Oct and the cycle banner has changed to reflect that all medication has now been moved. Note – the prepared medication may still need to be cancelled and reordered as it may have expired by the time it is due.



If the following message appears when postponing a cycle containing prepared or dispensed medication it means there are medications linked by timing to the prepared/dispensed medication (usually premeds or hydrations).





At this point, cancel the prepared medication as described above

08:00 60min **PACLitaxel 168mg • 99.5% (79.6mg/m² BSA Dubois)**
in 250mL NaCl 0.9% 250mL Viaflo bag non-PVC Baxter • by intravenous infusion

Renal impairment: No dose modifications necessary

Hepatic impairment
ALT < 10xULN and total bilirubin ≤ 1.25xULN give 80mg/m² PACLitaxel
ALT < 10xULN and total bilirubin 1.26-2xULN give 60mg/m² PACLitaxel
ALT < 10xULN and total bilirubin 2.01-5xULN give 40mg/m² PACLitaxel
ALT ≥ 10xULN and/or total bilirubin > 5xULN : Not recommended

Dose modification for haematological toxicity and adverse events: see tables above

PREPARED by TPH3 on 04 Sep • 04:00

Set ADMINISTRATION OK
Set FINALACU
Set PRELCHECK
CANCELED

And click to reorder the medication

Cancel medication

Cancel medication

Possible reasons

☐ Cumulative life exposure level reached
☒ Not required
☐ Other-please outline below

Reason

☐ Mark as returned product ☒ Reorder ☐ Bill although canceled

OK Cancel



Now the cancelled medication is no longer linked, but the new reordered medication is, note as this is a copy of the prepared medication it is in the Pharmacist Verified Status.

08:00 60min **PACLitaxel 168mg • 99.5% (79.6mg/m² BSA Dubois)**
in 250mL NaCl 0.9% 250mL Viaflo bag non-PVC Baxter • by intravenous infusion

Renal impairment: No dose modifications necessary

PACLitaxel must be supplied in non-PVC containers and administered using non-PVC giving sets and through an in-line 0.22 µm filter with a microconous membrane

REORDERED by TDO3 on 04 Sep • 04:00

08:00 60min **PACLitaxel 168mg • 99.5% (79.6mg/m² BSA Dubois)**
in 250mL NaCl 0.9% 250mL Viaflo bag non-PVC Baxter • by intravenous infusion

Renal impairment: No dose modifications necessary

PHARMACIST-VERIFIED by TDO3 on 04 Sep • 04:00



You can now proceed to postpone the cycle as normal. The below pop-up will still appear however you should not check the box to order anew as you have already done so in the previous step.

Insert medications anew?

Insert medications anew?

The following medications cannot be postponed.

Inserting anew in "planned" status?

Med. #12832: PACLitaxel Accord Concentrate for solution for infusion 168mg
☐ in 250mL NaCl 0.9% 250mL Viaflo bag non-PVC Baxter by intravenous infusion over 60 min

Note: Medications cannot be postponed, if
* they are already being prepared or have been prepared already
* they are linked by timing with a medication which cannot be postponed.

OK Cancel

Scenario 5 – Postponing a Cycle that contains a Dispensed Medication

- A patient's treatment is to be postponed, however the pharmacy has already dispensed one of the medications
- Postpone the cycle that contains a prepared medication by 7 days

View Cycle with medicine in dispensed status

04 Sep - 09 Oct
5-FU 225mg/m²/day and Radiotherapy (RT)-Continuous infusion (7 day) Version 2 - Therapy plan number: 312
Cycles 6 - Days 36
REIMBURSEMENT STATUS: Not defined

Cycle 1 Fluorouracil 1 Day

Cycle postponement rules: If NEUT less than 1x1009/L, then postponement by 7 days • If PLT less than 100x109/L, then postponement by 7 days

Time	Duration	Medication	Status
07:30	5min	Ondansetron Solution for injection/infusion 8mg • Division: 1 x 8mg by intravenous injection	PHYSICIAN-VERIFIED
07:50	30min	Infusor connection Place of delivery: GUH - GUH Ward	
08:00	7d	Fluorouracil IV Infusor (DB) 252mL NaCl 0.9% @1.5mL/hr (168hrs) 3.3g • 99.27% (1563.58mg/m ² BSA Dubois) • Division: 1 x 3.3g in LV1.5 Infusor 252mL elastomeric • by intravenous infusion	DISPENSED
		Renal Impairment Consider dose reduction in severe renal impairment only	

Select Cycle Context Window and click “Postpone Cycle”

04 Sep - 09 Oct
Cycle 1 Fluorouracil 1 Day

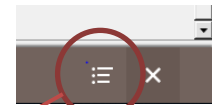
Cycle postponement rules: If NEUT less than 1x1009/L, then postponement by 7 days • If PLT less than 100x109/L, then postponement by 7 days

Time	Duration	Medication	Status
07:30	5min	Ondansetron Solution for injection/infusion 8mg • Division: 1 x 8mg by intravenous injection	
07:50	30min	Infusor connection Place of delivery: GUH - GUH Ward	
08:00	7d	Fluorouracil IV Infusor (DB) 252mL NaCl 0.9% @1.5mL/hr (168hrs) 3.3g • 99.27% (1563.58mg/m ² BSA Dubois) • Division: 1 x 3.3g in LV1.5 Infusor 252mL elastomeric • by intravenous infusion	
		Renal Impairment Consider dose reduction in severe renal impairment only hepatic impairment Clinical decision: Moderate hepatic impairment; reduce initial dose by 1/3. Severe hepatic impairment	

Context menu options: Select all medications and appointments, Select only main medications, Select time period, Crop all comments and appointments, Postpone cycle, Edit, Billing codes, Cycle postponement rules, Set place of delivery, Set cost center, Event log, Print, Copy.



To Access the Cycle Context Window



Enter number of days to postpone cycle by or date for new cycle and reason for postponement. In this case we will postpone by 7 days for “Medical Reasons”

Postpone cycle

Plus 7 Days = 14/09/2019

☐ Do not postpone follow-up cycles

Possible reasons:

- ☐ Capacity
- ☒ Medical reasons
- ☐ Other

Reason:

OK Cancel



There are two approaches at this point, each will be dealt with separately

OPTION 1

Option 1

Because there are dispensed medications in the cycle the following window appears. You can choose to skip the medicine by not inserting "anew" or reinserting a new medicine in the planned status on the new date by clicking the check box. In this option we will reinsert the medicine in planned status.

There is now a new Planned Medication on 11th September (7 days delayed) with the Dispensed medication on 4th September. Note the cycle banner lists a date range of 4 Sep - 11 Sep, as the dispensed medication is still within the cycle, however notes day 1 as the first day of the new planned medication 11 Sep.

The interval remains 7 days as it is taken from Day 1 of Cycle 1 to Day 1 of Cycle 2.

The Medication that is not required may be cancelled, by clicking Edit flags and clicking cancel.

OPTION 1

The medication can now be;

- Reordered – this will reorder a copy of the medication on the same day
- Return dispensed products to stock – this will cancel the medication and return the dispensed product to stock



When returning medications to stock the process cannot be undone, you will receive a warning to this affect

You will now be asked if you wish to cancel further instances of the medication

The dispensed product is now marked as cancelled, there is a new medication in the planned status on the new date and the medication has been returned to stock.

OPTION 2

Option 2

Because there are dispensed medications in the cycle the following window appears. You can choose to skip the medicine by not inserting "anew" or reinserting a new medicine in the planned status on the new date by clicking the check box. In this option we will skip the medicine and not reinsert anew

There is now no new Planned Medication on 25th September (7 days delayed) but the prepared medication remains on 18th September. Note the cycle banner lists a date range of 18 Sep – 25 Sep, as the prepared medication is still within the cycle, however notes day 1 as the first day of the new planned cycle (25 Sep).

Now click on the dispensed medications context menu and select modify

OPTION 2

Postpone the medication so it matches with the new cycle

The dispensed medication is now on the 25 Sep and the cycle banner has changed to reflect that all medication has now been moved. Note – the prepared medication may still need to be cancelled and reordered as it may have expired by the time it is due

If the following message appears when postponing a cycle containing prepared or dispensed medication it means there are medications linked by timing to the prepared/dispensed medication (usually premeds or hydrations).

At this point, cancel the dispensed medication as described above

The screenshot shows a medication administration interface. At the top, it says "Pre and post hydration therapy required for Cisplatin". Below this, there are two medication entries. The first entry is "Cisplatin IV Infusion (DB) in 1000mL NaCl 0.9% 80mg • 94.76% (37.9mg/m² BSA Dubois) • Division: 1 x 80mg" by intravenous infusion, with a status of "DISPENSED" and a note "by TPHE on 04 Sep • GUH". The second entry is "1000mL NaCl 0.9%" by intravenous infusion. A context menu is open over the first entry, showing options: "Set ADMINISTRATION OK", "Set FINALOUTS'D", "Set OUTRELCHECK", and "CANCELED".

And click to reorder and return the medication to stock if required.

The screenshot shows a "Cancel medication" dialog box. It has a title bar "Cancel medication" and a close button. Below the title bar, there is a section "Possible reasons" with three options: "Cumulative life exposure level reached", "Not required" (which is selected), and "Other-please outline below". Below this is a "Reason" text area. At the bottom, there are two checkboxes: "Reorder" and "Return dispensed products to stock". At the very bottom are "OK" and "Cancel" buttons.

Now the cancelled medication is no longer linked, but the new reordered medication is, note as this is a copy of the dispensed medication it is in the Pharmacist Verified Status.

The screenshot shows a "Cycle 2 Cisplatin 1 Day" overview. It lists three medication entries. The first entry is "Cisplatin IV Infusion (DB) in 1000mL NaCl 0.9% 80mg • 94.76% (37.9mg/m² BSA Dubois) • Division: 1 x 80mg" by intravenous infusion, with a status of "REORDERED" and a note "by TPHE on 04 Sep • GUH". The second entry is "Cisplatin IV Infusion (DB) in 1000mL NaCl 0.9% 80mg • 94.76% (37.9mg/m² BSA Dubois) • Division: 1 x 80mg" by intravenous infusion, with a status of "PHARMACIST-VERIFIED" and a note "by TPHE on 04 Sep • GUH". The third entry is "1000mL NaCl 0.9%" by intravenous infusion, with a status of "PHYSICIAN-VERIFIED" and a note "by TPHE on 04 Sep • GUH".

You can now proceed to postpone the cycle as normal. The below pop-up will still appear however you should not check the box to order anew as you have already done so in the previous step.

The screenshot shows an "Insert medications anew?" dialog box. It has a title bar "Insert medications anew?" and a close button. Below the title bar, there is a message: "The following medications cannot be postponed." followed by "Inserting anew in 'planned' status?". Below this is a list of medications with checkboxes. The first item is "Med. #13183: Cisplatin IV Infusion (DB) in 1000mL NaCl 0.9% (Division: 1 x 80mg) by intravenous infusion over 120 min". Below the list, there is a "Note" section with two bullet points: "Medications cannot be postponed, if" and "they are already being prepared or have been prepared already" and "they are linked by timing with a medication which cannot be postponed." At the bottom are "OK" and "Cancel" buttons.

Scenario 5 – Postponing treatment mid-cycle

- This treatment plan Paclitaxel and Carboplatin on days 1,8,15,22, and 29 of a single cycle. Day 1 has already been administered and Day 8 has already been dispensed
- Postpone all treatments from Day 8 onwards by 7 days



The 4th of September is Day 1 – it has all been administered.



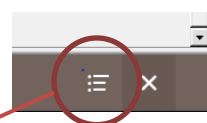
View Day 8 (10 September) we will postpone from this point onwards



Select Cycle Context Window and click “Postpone Cycle”



To Access the Cycle Context Window





Enter number of days to postpone cycle by or date for new cycle

Postpone cycle

Plus 7 Days = 10/09/2019

☐ Do not postpone follow-up cycles

Possible reasons

- ☐ Capacity
- ☒ Medical reasons
- ☐ Other

Reason



Because there are dispensed medicines that are linked the following message appears

Attention!

Postponement not possible!

There are medications in this cycle which are linked by timing of which at least one cannot be postponed any longer.

You may:

- * cancel the links or
- * cancel the medications which may be postponed.

OK

Therefore we need to cancel and reorder the dispensed medications, this must be done one at a time for dispensed or prepared medications.

Cancel medication

Possible reasons

- ☐ Cumulative life exposure level reached
- ☒ Not required
- ☐ Other-please outline below

Reason

☒ Reorder ☒ Return dispensed products to stock

OK Cancel



The two dispensed medications have now been cancelled and returned to stock, they have also been copied into the therapy plan as pharmacist verified.

04 Sep - 03 Oct

Cycle 1 PACLitaxel, CARBOplatin 28 days • Day 1 is 03 Sep

Cycle postponement rules: If NEUT less than 1x100%, then postponement by 7 days • If FLT less than 50x100%, then postponement by 7 days

Time	Medication	Status
08:00	PACLitaxel IV infusion (DB) in 250mL NaCl 0.9% 108mg • 102.34% (51.17mg/m ² BSA Dubois) • Division: 1 x 108mg	REORDERED CANCELLED
08:00	PACLitaxel IV infusion (DB) in 250mL NaCl 0.9% 108mg • 102.34% (51.17mg/m ² BSA Dubois) • Division: 1 x 108mg	PHARMACIST-VERIFIED APPROVED DS
09:00	CARBOplatin IV infusion (DB) in 250mL Glucose 5% 240mg • 100.46% (2.01mg/ml/min AUC (GFR > 25)) • Division: 1 x 240mg	REORDERED CANCELLED



The entire cycle may now be postponed as above. The following pop-up will appear, however we do not want to order anew as we have already reordered the products in the previous step

Insert medications anew?

The following medications cannot be postponed.

Inserting anew in "planned" status?

- ☐ Med. #12896: CARBOplatin IV Infusion (DB) in 250mL Glucose 5% (Division: 1 x 240mg) by intravenous infusion over 60 min

Note: Medications cannot be postponed, if

- * they are already being prepared or have been prepared already
- * they are linked by timing with a medication which cannot be postponed.

OK Cancel



Using this process all medications that are not administered or dispensed have been moved forward by 7 days. However the cycle will now count Day 1 as Sep 10. If this is not desirable nomenclature then refer to the next step for an alternative.

Cycle 1 PACLitaxel, CARBOplatin

04 Sep - 08 Oct
Cycle 1 PACLitaxel, CARBOplatin 35 days • Day 1 is 30 Sep

Cycle postponement rules: If NEUT less than 1x10⁹/L, then postponement by 7 days • If PLT less than 50x10⁹/L, then postponement by 7 days

Tue 17 Sep 07:35

- 5min Ondansetron Solution for injection/infusion 8mg • Division: 1 x 8mg by intravenous injection **PHYSICIAN-VERIFIED** by TDCI on 03 Sep **APPROVED**
- 60min PACLitaxel IV Infusion (DB) in 250mL NaCl 0.9% 108mg • 102.34% (51.17mg/m² BSA Dubois) • Division: 1 x 108mg by intravenous infusion **PHARMACIST-VERIFIED** by TDCI on 04 Sep • 62H **APPROVED**
- 60min CARBOplatin IV Infusion (DB) in 250mL Glucose 5% 240mg • 100.66% (2.01mg/mL/min AUC (GFR + 25)) • Division: 1 x 240mg by intravenous infusion **PHARMACIST-VERIFIED** by TDCI on 04 Sep • 62H **APPROVED**

Renal impairment: Non renal modification required

Renal impairment: *Patient with maximum clearance values of < 60ml/min are at greater risk to develop malnutrition

Cycle 1 PACLitaxel, CARBOplatin



The alternative to postponing the entire cycle is to postpone the medicines within the cycle. Select all medicines you wish to postpone, in this case days 8-29. You may use "click and shift" to select multiple medicines at once.

Cycle 1 PACLitaxel, CARBOplatin

04 Sep - 02 Oct
Cycle 1 PACLitaxel, CARBOplatin 29 days

Cycle postponement rules: If NEUT less than 1x10⁹/L, then postponement by 7 days • If PLT less than 50x10⁹/L, then postponement by 7 days

Wed 11 Sep 07:30

- 5min Dexamethasone Solution for injection/infusion 10mg • Division: 1 x 8mg + 0.5 x 4mg by intravenous injection **PHYSICIAN-VERIFIED** by TDCI on 04 Sep **APPROVED**
- 5min Chlorphenamine Solution for injection 10mg • Division: 1 x 10mg by intravenous injection **PHYSICIAN-VERIFIED** by TDCI on 04 Sep **APPROVED**
- 5min ranitidine Solution for injection/infusion 50mg • Division: 1 x 50mg by intravenous injection **PHYSICIAN-VERIFIED** by TDCI on 04 Sep **APPROVED**

See table below for alternative antihistamine

See table below for alternative H₂-receptor antagonist

Selected medications: 24

SET STATUS Edit Flags



Within the medicine context window click modify

04 Sep - 02 Oct
Cycle 1 PAClitaxel, CARBOplatin 29 days

Cycle postponement rules: If NEUT less than 1x10⁹/L, then postponement by 7 days • If PLT less than 50x10⁹/L, then postponement by 7 days

Wed 11 Sep 07:30 -30min

5min Dexamethasone Solution for injection/infusion 10mg • Division: 1 x 8mg + 0.5 x 4mg by intravenous injection **PHYSICIAN-VERIFIED** by TDC1 on 04 Sep

See table below for alternative antihistamine

07:30 -30min

5min Chlorphenamine Solution for injection 10mg • Division: 1 x 10mg by intravenous injection **PHYSICIAN-VERIFIED** by TDC1 on 04 Sep

See table below for alternative H₂-receptor antagonist

07:30 -30min

5min ranitidine Solution for injection/infusion 50mg • Division: 1 x 50mg by intravenous injection **PHYSICIAN-VERIFIED** by TDC1 on 04 Sep

07:35 -30min

5min Ondansetron Solution for injection/infusion 8mg • Division: 1 x 8mg by intravenous injection **PHYSICIAN-VERIFIED** by TDC1 on 04 Sep

Selected medications: 24

SET STATUS Edit flags



Enter the number of days or date you wish to move the selected medicines too

Modify

☒ Postponement

Postponement: Plus 7 d 0 h 0 min

Date: 11 Sep

☐ Dose modification

Dose modification: %

Target dose: absolute relative mg mg

The final dosage could still be different due to automatic rounding

☐ Vehicle

Vehicle: Unchanged mL

Modify Cancel



The following message is to advise that the days of medicines in the cycle will change. I.e. day 8 will become day 15 etc.

Medication information

Problems have been detected while saving the medication.

Due to the postponement the day of administration of the following medications or comments in the cycle will be changed:

- Medication 13253 Ondansetron Solution for injection/infusion
- Medication 13254 PAClitaxel IV Infusion (DB) in 250mL NaCl 0.9%
- Medication 13256 CARBOplatin IV Infusion (DB) in 250mL Glucose 5%
- Medication 13255 Dexamethasone phosphate Solution for injection/infusion
- Medication 13256 Chlorphenamine maleate Solution for injection
- Medication 13257 ranitidine Solution for injection/infusion
- Medication 13258 Ondansetron Solution for injection/infusion
- Medication 13260 PACLitaxel
- Medication 13264 CARBOplatin
- Medication 13262 Dexamethasone phosphate Solution for injection/infusion
- Medication 13262 Chlorphenamine maleate Solution for injection
- Medication 13263 ranitidine Solution for injection/infusion
- Medication 13265 Ondansetron Solution for injection/infusion
- Medication 13266 PACLitaxel
- Medication 13270 CARBOplatin
- Medication 13267 Dexamethasone phosphate Solution for injection/infusion
- Medication 13268 Chlorphenamine maleate Solution for injection
- Medication 13269 ranitidine Solution for injection/infusion
- Medication 13272 Ondansetron Solution for injection/infusion
- Medication 13272 PACLitaxel
- Medication 13276 CARBOplatin
- Medication 13278 Dexamethasone phosphate Solution for injection/infusion
- Medication 13278 Chlorphenamine maleate Solution for injection
- Medication 13275 ranitidine Solution for injection/infusion

Save anyway Cancel saving



The cycle has now extended to 36 days with all medicines apart from the administered meds.

04 Sep - 09 Oct
Cycle 1 PAClitaxel, CARBOplatin 36 days

Cycle postponement rules: If NEUT less than 1x10⁹/L, then postponement by 7 days • If PLT less than 50x10⁹/L, then postponement by 7 days

TODAY 04 Sep

Hepatic Impairment
No dose modification required.
Dose Modification for Adverse Events
See table above
Dose Modification in Haematological Toxicity
See table above

Wed 18 Sep 07:30 -30min

Day in TP: 15 / 36
Day in cycle: 15 / 36

5min Dexamethasone Solution for injection/infusion 10mg • Division: 1 x 8mg + 0.5 x 4mg by intravenous injection **PHYSICIAN-VERIFIED** by TDC1 on 04 Sep

See table below for alternative antihistamine

07:30 -30min

5min Chlorphenamine Solution for injection 10mg • Division: 1 x 10mg by intravenous injection **PHYSICIAN-VERIFIED** by TDC1 on 04 Sep

See table below for alternative H₂-receptor antagonist