

NCIS GUIDE

Creating, Sharing and Transferring a Tumour Case

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.

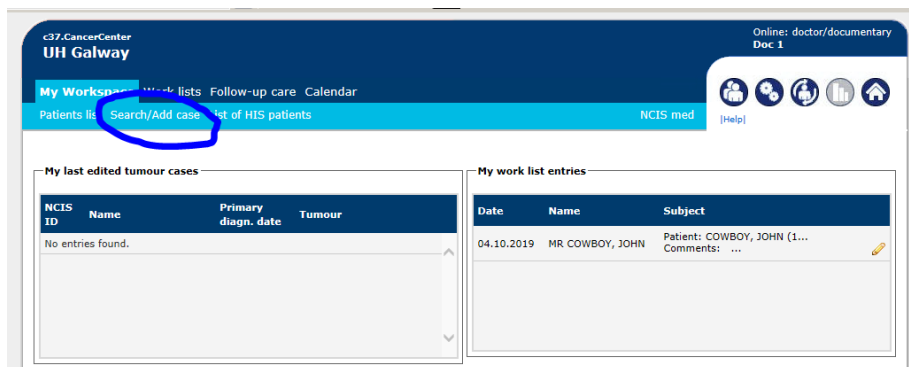
For a summary of how NCIS organises a patient's NCIS record and the relationship between Tumour Cases, Therapy Forms and Therapy Plans refer to the NCIS Patient and Case Overview Quick Guide (NCISTRAIN2).

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

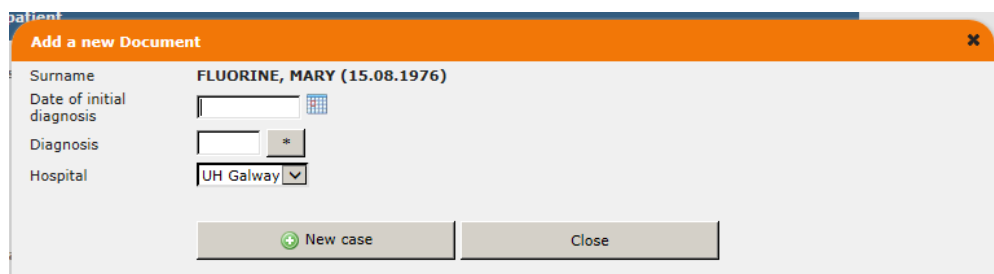
The search will return all patients in the MPI that match the search criteria entered.

- 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

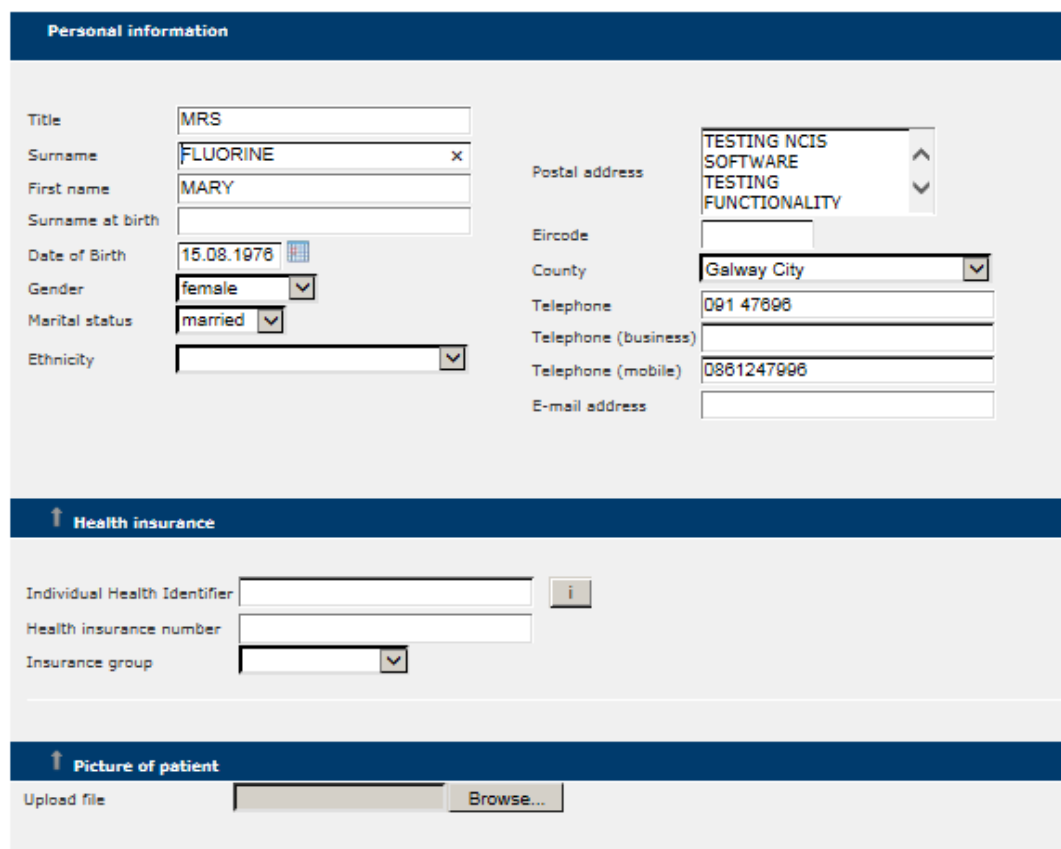
Click on the patient you wish to create a tumour case for. The following box will appear that gives the option of adding a date of initial diagnosis, the diagnosis and the hospital to which you wish to add the case.

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.

c37.CancerCenter
UH Galway

Patient **MRS FLUORINE, MA...**
D.O.B. 15.08.1976 (43)
NCIS ID 12638000070
Hospital ID GM1234675 (GUH) ⓘ

General info | Diagnostics | Conference | Assessment | Therapy | Communication

Personal info | **Tumour case** | Clinical history

Edit

Basic data

Referring physician
Primary consultant
Family doctor/Specialist
Comorbidities

↑ Primary diagnosis

Primary diagn. date 01.04.2020
Primary diagnosis C20 Malignant neoplasm of rectum
☐ Suspicion of

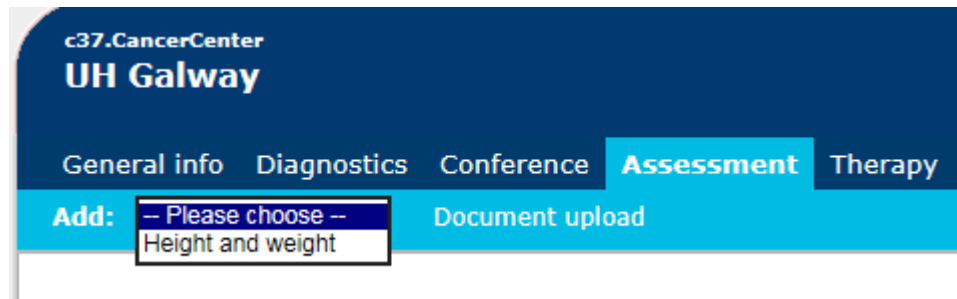
Colorectal cancer

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.

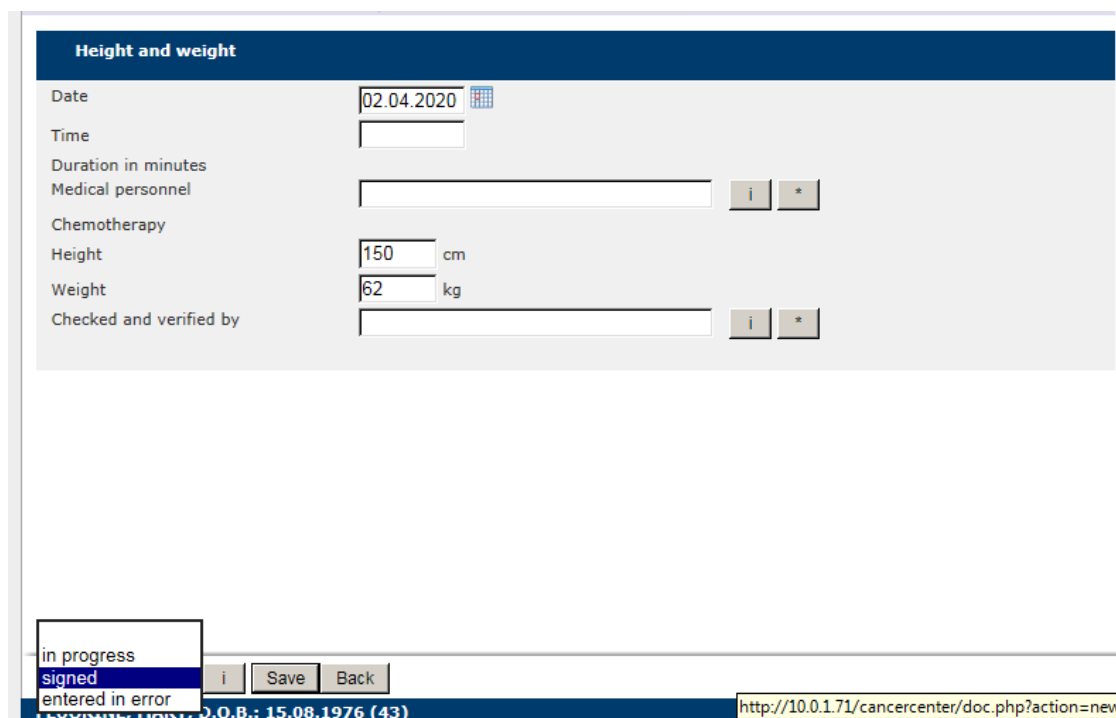


The screenshot shows the top navigation bar of the c37.CancerCenter UH Galway system. The 'Assessment' tab is highlighted in blue. Below the navigation bar, there is a section with an 'Add:' dropdown menu. The dropdown menu is open, showing options: '-- Please choose --', 'Height and weight', and 'Document upload'. The 'Height and weight' option is selected and highlighted.

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 dark blue header with the title 'Height and weight'. Below the header, there are several input fields: 'Date' (02.04.2020), 'Time' (empty), 'Duration in minutes' (empty), 'Medical personnel' (empty), 'Chemotherapy' (empty), 'Height' (150 cm), 'Weight' (62 kg), and 'Checked and verified by' (empty). At the bottom of the form, there is a status bar with three buttons: 'in progress', 'signed', and 'entered in error'. The 'in progress' button is highlighted. Below the status bar, there are 'Save' and 'Back' buttons. At the very bottom, there is a URL: 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 date¹ is automatically populated with the date of Therapy Form creation but this can be changed as appropriate
- The Ready to Treat Date² 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

¹ 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

² 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.

Mr. **Kale Pete** • d.o.b. 20 Sep 1988 34.2 Years • Pat. no.: 192133 • No current unit assignment

Therapy plans Compact List Complete Patient data Medical results Diagnoses Cumul. doses

29 Dec 2022 - 02 Mar 2023
Pembrolizumab 200mg Monotherapy Version 1 • Therapy plan number: 1073

Cycles: 4 • Days: 64

REIMBURSEMENT STATUS
 ODMS

29 Dec 2022 - 29 Dec 2022
Cycle 1 Pembrolizumab 1 Day

Interval: 21 days after Cycle 1 Pembrolizumab

19 Jan 2023 - 19 Jan 2023
Cycle 2 Pembrolizumab 1 Day

Interval: 21 days after Cycle 2 Pembrolizumab

09 Feb 2023 - 09 Feb 2023
Cycle 3 Pembrolizumab 1 Day

Interval: 21 days after Cycle 3 Pembrolizumab

02 Mar 2023 - 02 Mar 2023
Cycle 4 Pembrolizumab 1 Day

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

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

preston

zach

15.08.1976

or use a Hospital ID

Hospital ID

Search

Emergency access

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

c37.CancerCenter
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

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

Therapy type: [dropdown]
Therapy line: 1

Consent Form Completed: ☐ yes ☐ no

Diagnosis: C44.0 Malignant neoplasm of skin of lip

Online: doctor/documentary
Doc 1

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?

BSA: 1.83 m² BMI: 22.2

Click Save

Therapy (NCIS med), Therapy line
NCIS med

Therapy type: [dropdown]
Therapy line: 1

Decision to treat Date: 14.03.2023
Ready to treat Date: [dropdown]
Working days between Ready to treat Date - Start of treatment: [dropdown]

Consent Form Completed: ☐ yes ☐ no

Diagnosis: C20 Malignant neoplasm of rectum
Diagnosis date: 01.12.2020

Height and Weight Assessment Date: [dropdown]

Performance Status: ☐ ECOG ☐ Lansky score ☐ Karnofsky score

Height: [dropdown] cm Weight: [dropdown] kg
BSA Dubois: [dropdown] m² BMI: [dropdown]

Therapy Plan from NCIS med [+ / -]

Therapy intent: ☐ Curative ☐ Disease-control ☐ Palliative

Specify therapy intent: [dropdown]

Therapy setting: ☐ Neo-adjuvant ☐ Adjuvant ☐ Definitive ☐ Intraoperative ☐ Maintenance

Start date: [dropdown] Access: [dropdown]

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.

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).

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.

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.

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.

c37.CancerCenter UH Galway

Patient: **PRESTON, ZACH**
D.O.B.: 15.08.1976 (43)
NCIS ID: 12655000055
Hospital ID: GM1234612 (GUH)

General info | Diagnostics | Conference | Assessment | **Therapy** | Communication

Add: -- Please choose -- Facility: 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

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

preston

zach

15.08.1976

or use a Hospital ID

Hospital ID

Search

Emergency access

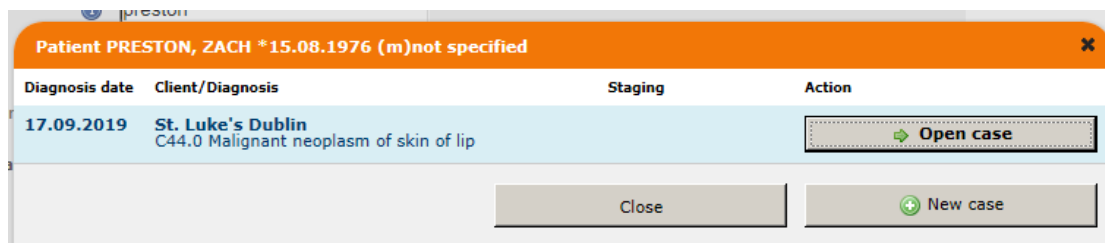
The following patients were found

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.



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



c37.CancerCenter St. Luke's Dublin Patient: PRESTON, ZACH Online: doctor/documentary Doc 1

D.O.B: 15.08.1976 (43) NCIS ID: 12655000055 Hospital ID: 512496 (SLH)

General info | Diagnostics | Conference | Assessment | Therapy | Communication

Personal info | **Tumour case** | Clinical history

Basic data

Referring physician:
 Primary consultant:
 Family doctor/Specialist:
 Comorbidities:

Primary diagnosis

Primary diagn. date: 17.09.2019
 Primary diagnosis: C44.0 Malignant neoplasm of skin of lip
☐ Suspicion of

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(+)
 Biopsy(+)
 Clinical history
 Conference
 CTCAE Record
 Current medications(+)
 CVAD Record
 Diagnostic Imaging
 Distress Thermometer
 Education Record

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

The screenshot shows the 'Tumour case' tab of 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 includes fields for Tumour type, Localisation, Localisation - side, Tumour biology, and Diagnosis confirmation. At the bottom, there are buttons for 'Enter clinical staging' and 'Enter pathological staging'. 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 contains the following information:

- Title:** Transfer to other client (X)
- Instructions:** To transfer a cancer case to another facility please select the hospital below and record a reason for transfer. When you click transfer, this case will be automatically transferred to the selected hospital.
- Note:** Please note that presettings of exports may not be transferred if they are not available in the new organizational center.
- Choose receiving hospital:** UH Galway Client Short
- Reason for transfer:** other
- Comments:** Transferring Hospitals
- Buttons:** Transfer to other client, Cancel

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

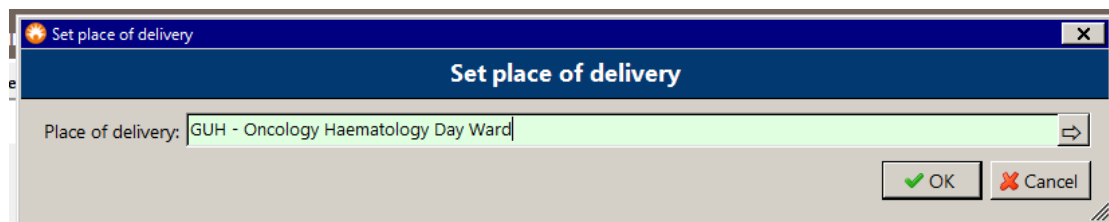
It is now possible for any UH Galway user to access the patients record in NCIS.Med. Either by transitioning in patient context through the Therapy Form or out of patient context.

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

Date	PDF	Name	Disease	Status	Event
13.03.2023		Change facility from: St Luke's Dublin to: UH Galway Client Short; Reason: other; by: NURSE, TEST			

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.