

# NCIS GUIDE

## Documenting and Locking an MDM

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## 1 Introduction

Multidisciplinary meetings (MDMs) can be created and managed using the conference module in NCIS.Chart. The purpose of this training guide is to describe how to document the conference and lock it to prevent editing when the MDM has concluded.

## 2 Opening the conference appointment date

The NCIS training Guide, "Introduction to the conference module in NCIS.Chart" describes navigating the conference module.

In the conference module, click on the conference appointment date to open and view in more detail.

**c37.TumorBoard UH Galway Client Short** Online: casemanager Case Manager

**Conferences**

Add: no entry found

All conferences 4

Conferences per page 20

Current conferences

Restrict to client "All centres"

Conference name

Patient name

Conference date 10.12.2021 to 14.01.2022 >>> Search

Date	Time	Conference	Hospital	Location	Patients
16.12.2021	00:00 - 00:00H	Breast MDM Chair Prof Surgeon	GUH_MUH_LUH_SUH_PUH_SVUH_MRHT_SJH_MUHC_UHK_UHW	Meeting Room 1	4 Patients

Once the conference appointment is opened, the list of registered patients for discussion are displayed. If the MDM is being documented in real time, the screen below is the screen that will be displayed during the MDM. Documentation of the MDM begins in this screen. If more than one hospital participates in the MDM, the patients may be listed per hospital. The location of the patient is dependent on the location of the patient's tumour case in NCIS.

The screenshot shows the 'UH Galway Client Short' interface. Annotations include:

- Meeting details**: Points to the header 'Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)'.
- Patient List**: Points to the main table of patients.
- Documentation buttons**: Points to the 'List of patients', 'Anonymised list of patients', 'Anonymise agenda', 'Agenda', 'Protocol', 'Conference protocol anonymized', and 'Detailed history' buttons.
- Patient navigation list**: Points to the right-hand sidebar showing patient details.
- Attendance list**: Points to the 'Attendance list' section on the right, showing checkboxes for 'Manager, Case (GUH)', 'Mr. Surgeon, Jack (Conference administrator)', 'Griffin, D (GUH)', 'Larke, A (GUH)', and 'Dr Test, Test'.
- Conference status**: Points to the 'Conference status' section at the bottom, showing 'in progress' and 'User identification'.

### 3 Attendance list

The 'Attendance list' interface shows a list of attendees with checkboxes and specialty headings. The list includes:

- ☐ Manager, Case (GUH)
- Breast care nurse**
- ☐ Nurse, Claire (MUH)
- Oncology**
- ☐ Dr. Bright, Barry (SLH)
- Pathology**
- ☐ Path, Layla (GUH)
- Radiology**
- ☐ Radio, Sandra (GUH)
- Surgery**
- ☐ Mr. Surgeon, Jack (GUH) (Conference administrator)

Buttons at the bottom include: 'All attendees present', 'Edit attendees', and 'Print attendees'.

The attendance list is created when the conference schedule is created (see NCIS training Guide.....).

If an attendee does not have a specialty, they are listed at the beginning without a heading. All attendees with a specialty are listed under their specialty heading.

When the attendance list is created, it is possible to mark an attendee as the "conference administrator". Some MDMs may use this to indicate who the meeting chair is.

The fastest way to record attendance is to click the "all attendees present" button. It is then possible to deselect anyone who did not attend.

The edit attendees button takes the user to the conference schedule set up where the attendance list can be edited.

The "print attendees" button will create a pdf sign in sheet that can be used if attendance is also required to be physically documented with a signature.

## 4 Patient navigation list

The patient navigation list can be used to:

- Sort the patient list.
- Search for patients to add further registrations to the list.
- Navigate between patients when documenting the recommendations.
- View which patients have been discussed and have an outcome recorded.

### 4.1 Sorting the patient list

Click the “Sorting” to open the sorting window and change the other of the patients cases listed for discussion:

← →

**UH Galway Client Short**

- MARY, MCKEON (76)  
ICD C50.2
- BORON, MARY (45)  
ICD C50.1
- Kidney, Kiara (71)  
ICD C50.0

**Mayo GH C**

- FERMANAGH, MARY (45)  
ICD C10.1

**Sorting** Search/Add pa

**Change the order of patients**

**UH Galway Client Short**

- MARY, MCKEON (76)  
ICD C50.2
- BORON, MARY (45)  
ICD C50.1
- Kidney, Kiara (71)  
ICD C50.0

**Mayo GH C**

- FERMANAGH, MARY (45)  
ICD C10.1

Apply Undo Cancel

Click on a patient to drag and drop them into the preferred position in the list. It is also possible to click on the hospital header, drag and drop the list for a hospital into a different order. This may be useful if patients from a particular hospital are discussed first. Click apply to save the changes.

**Change the order of patients**

**Mayo GH C**

- FERMANAGH, MARY (45)  
ICD C10.1

**UH Galway Client Short**

- BORON, MARY (45)  
ICD C50.1
- MARY, MCKEON (76)  
ICD C50.2
- Kidney, Kiara (71)  
ICD C50.0

Apply Undo Cancel

The patient list on the left and the navigation list on the right will now display the new order:

**Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)**

Patient	Diagnosis, question	Presented by
<b>Mayo GH C</b>		
<b>FERMANAGH, MARY</b> <small>(F) 15.08.1976</small>	<b>15.10.2019 Tumour Case Diagnosis:</b> C10.1 Malignant neoplasm of anterior surface of epiglottis <b>Clinical question to be discussed at MDM:</b> Post surgery discussion	<b>Mr. Jack Surgeon (GUH, Surgery)</b>
Relevant examinations	<b>Histology</b> Resection: 30.11.2021	
<b>UH Galway Client Short</b>		
<b>BORON, MARY</b> <small>(F) 15.08.1976</small>	<b>20.11.2020 Other tumour(s):</b> 17.03.2020 Tumour Case Diagnosis: C50.1 Malignant neoplasm of central portion of breast <b>Clinical question to be discussed at MDM:</b> Confirm staging and treatment option	<b>Dr. Barry Bright (SLH, Oncology)</b>
Relevant examinations	<b>Pathology</b> Biopsy: 05.10.2021 <b>Radiology</b> CT TAP: 02.11.2021	
<b>MARY, MCKEON</b> <small>(F) 12.03.1945</small>	<b>06.09.2021 Tumour Case Diagnosis:</b> C50.2 Malignant neoplasm of upper-inner quadrant of breast <b>Clinical question to be discussed at MDM:</b> Please review biopsy and CT TAP to confirm staging. Discuss treatment options	<b>Dr. Barry Bright (SLH, Oncology)</b> Mr. Jack Surgeon (GUH, Surgery) (Prim. Exam.)
Relevant examinations	<b>Pathology</b> Biopsy: 25.11.2021 <b>Radiology</b> CT TAP: 30.12.2021, Mammogram: 19.10.2021	
<b>Kidney, Kiara</b> <small>(F) 14.02.1950</small>	<b>12.03.2021 Tumour Case Diagnosis:</b> C50.0 Malignant neoplasm of nipple and areola <b>Clinical question to be discussed at MDM:</b> Review radiology and histology, query surgery first line treatment	<b>Dr. Barry Bright (SLH, Oncology)</b> Dr. Barry Bright (SLH, Oncology) (Prim. Exam.)
Relevant examinations	<b>Pathology</b> Biopsy: 02.12.2021 <b>Radiology</b> CT TAP: 02.12.2021, Mammogram: 23.11.2021	

**Patient Overview**

←
→

**Mayo GH C**

**FERMANAGH, MARY (45)**  
 ICD C10.1

**UH Galway Client Short**

**BORON, MARY (45)**  
 ICD C50.1

**MARY, MCKEON (76)**  
 ICD C50.2

**Kidney, Kiara (71)**  
 ICD C50.0

**Attendance list**

☐ **Manager, Case (GUH)**

**Breast care nurse**

☐ **Nurse, Claire (MUH)**

**Oncology**

☐ **Dr. Bright, Barry (SLH)**

**Pathology**

☐ **Path, Layla (GUH)**

**Radiology**

☐ **Radio, Sandra (GUH)**

**Surgery**

☐ **Mr. Surgeon, Jack (GUH) (Conference administrator)**

#### 4.2 Searching for patients to add further registrations to the list.

It is possible to search and add new patient case registrations to the list by clicking on the “search/add patient” button. This brings the user to the search/add patient screen where they search for patients, open their case, and create new conference registrations (see NCIS Training Guide: Registering a patient case to a conference appointment date).

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**Mayo GH C**

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**BORON, MARY (45)**  
 ICD C50.1

**MARY, MCKEON (76)**  
 ICD C50.2

**Kidney, Kiara (71)**  
 ICD C50.0

**c37.CancerCenter**  
**UH Galway Client Short**

My Workspace
Work lists
Calendar

Patients list
Search/Add case
List of HIS patients

**Search/Add patient**

Please enter last name, first name or date of birth

Surname i

First name

Date of Birth

Health insurance number

or use a Hospital ID

Hospital ID

### 4.3 Navigating between patients when documenting the recommendations

Click on a patient in the list to open their registration and begin documenting.

The patient list on the left will disappear and the chosen patient case registration is displayed on screen. The patient navigation list is always accessible on the right hand side and can be used to move on to the next patient by clicking the arrows at the top or by clicking another patient on the list. It allows the user to skip patients if an urgent discussion is required.

### 4.4 View which patients have been discussed and have an outcome recorded.

Green indicates that a recommendation has been recorded. Yellow indicates that the patient has been recorded as adjourned. Grey indicates that the patient has not been discussed yet or that it was a morbidity and mortality discussion.



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Mayo GH C

**FERMANAGH, MARY (45)**  
 ICD C10.1

UH Galway Client Short

**BORON, MARY (45)**  
 ICD C50.1

**MARY, MCKEON (76)**  
 ICD C50.2

**Kidney, Kiara (71)**  
 ICD C50.0

Sorting

Search/Add pa

## 5 Documenting the recommendations and discussion

To begin documenting, the user clicks on a patient in the list on the left or by clicking on a patient in the navigation list.

**Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)**

[Help]

Patient	Diagnosis, question	Presented by
Mayo GH C		
<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #28a745; border-radius: 50%; margin-right: 5px;"></div> <div> <b>FERMANAGH, MARY (f)</b>  <small>* 15.08.1976</small> </div> </div>	<b>15.10.2019 Tumour Case Diagnosis:</b> C10.1 Malignant neoplasm of anterior surface of epiglottis <b>Clinical question to be discussed at MDM:</b> Post surgery discussion	<b>Mr. Jack Surgeon (GUH, Surgery)</b>
Relevant examinations <b>Histology</b> Resection: 30.11.2021		
UH Galway Client Short		
<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #6c757d; border-radius: 50%; margin-right: 5px;"></div> <div> <b>BORON, MARY (f)</b>  <small>* 15.08.1976</small> </div> </div>	<b>20.11.2020 Other tumour(s):</b> 17.03.2020 Tumour Case Diagnosis: C50.1 Malignant neoplasm of central portion of breast <b>Clinical question to be discussed at MDM:</b> Confirm staging and treatment option	<b>Dr. Barry Bright (SLH, Oncology)</b>
Relevant examinations <b>Pathology</b> Biopsy: 05.10.2021 <b>Radiology</b> CT TAP: 02.11.2021		

Patient Overview

←

→

Mayo GH C

**FERMANAGH, MARY (45)**  
 ICD C10.1

UH Galway Client Short

**BORON, MARY (45)**  
 ICD C50.1

**MARY, MCKEON (76)**  
 ICD C50.2

**Kidney, Kiara (71)**  
 ICD C50.0

Sorting

Search/Add pa

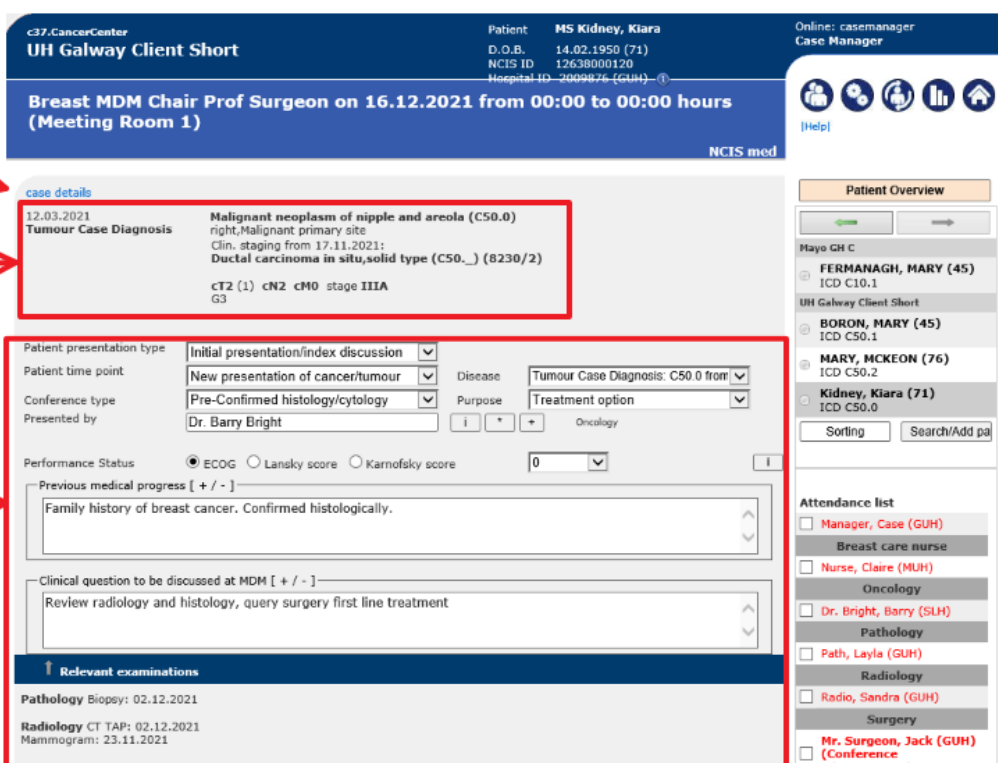
The right hand side of the screen will now display the registration details of the chosen patient. The beginning is the information from the tumour case and below it is the information entered on the conference form when the patient's case was registered for the discussion:



**Case details button**

**Information that was entered in the patient's tumour case and automatically displayed and documented for the meeting.**

**Information that was entered in the conference form to register the patient case for discussion**



**UH Galway Client Short**

Patient: **MS Kidney, Kiara**  
D.O.B.: 14.02.1950 (71)  
NCIS ID: 12638000120  
Hospital ID: 2009876 (GUH)

**Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)**

**case details**

12.03.2021  
**Tumour Case Diagnosis** Malignant neoplasm of nipple and areola (C50.0) right; Malignant primary site  
Clin. staging from 17.11.2021: Ductal carcinoma in situ, solid type (C50.0) (8230/2)  
cT2 (1) cN2 cM0 stage IIIA  
G3

Patient presentation type: Initial presentation/index discussion  
Patient time point: New presentation of cancer/tumour  
Conference type: Pre-Confirmed histology/cytology  
Presented by: Dr. Barry Bright  
Disease: Tumour Case Diagnosis: C50.0 from  
Purpose: Treatment option  
Performance Status: ECOG Lansky score Karnofsky score  
Previous medical progress [ + / - ]  
Family history of breast cancer. Confirmed histologically.  
Clinical question to be discussed at MDM [ + / - ]  
Review radiology and histology, query surgery first line treatment  
Relevant examinations  
Pathology Biopsy: 02.12.2021  
Radiology CT TAP: 02.12.2021  
Mammogram: 23.11.2021

**Patient Overview**

Maya GH C  
FERMANAGH, MARY (45)  
ICD C10.1  
UH Galway Client Short  
BORON, MARY (45)  
ICD C50.1  
MARY, MCKEON (76)  
ICD C50.2  
Kidney, Kiara (71)  
ICD C50.0  
Sorting Search/Add pa

**Attendance list**

☐ Manager, Case (GUH)  
Breast care nurse  
☐ Nurse, Claire (MUH)  
Oncology  
☐ Dr. Bright, Barry (SLH)  
Pathology  
☐ Path, Layla (GUH)  
Radiology  
☐ Radio, Sandra (GUH)  
Surgery  
☐ Mr. Surgeon, Jack (GUH) (Conference administrator)

If required, it is possible to navigate to the patient's tumour case by clicking the "case details" button. This will open the tumour case, where edits can be made to the tumour case or other information can be viewed. To navigate quickly back to the discussion, click the conference module button. This will take the user back to the same place in the conference documentation:



**c37.CancerCenter**  
**UH Galway Client Short**

Patient: **MS Kidney, Kiara**  
D.O.B.: 14.02.1950 (71)  
NCIS ID: 12638000120  
Hospital ID: 2009876 (GUH)

Online: casemanager  
Case Manager

**General info** Diagnostics Conference Assessment Therapy Communication  
Personal info **Tumour case** Clinical history

**Basic data**

Referring physician  
Primary consultant: Dr. Barry Bright  
Family doctor/Specialist  
Comorbidities

**Primary diagnosis**

Primary diagn. date: 12.03.2021  
Primary diagnosis: C50.0 Malignant neoplasm of nipple and areola

**Diagnosis:** C50.0 (12.03.2021)  
Malignant neoplasm of nipple and areola (right)  
**ICD-O (morph.):** Ductal carcinoma in situ, solid type (C50.0)  
**Clinical TNM:** cT2(1)-cN2-cM0  
**Vital status:** Patient alive 16.12.2021 (Conference)  
Assessment: Baseline(+)  
Assessment: Extravasation(+)  
Biopsy / Puncture(+)  
Bone marrow transplantation  
Clinical history  
Conference  
CTCAE Record

The next section records the results of the conference. Recommendations are recorded using the drop down lists provided. Multiple recommendations can be selected by clicking the add recommendation button. There are a number of free text fields to record more information about the discussion. The study recommendation drop down menu can be used to recommend a patient for a clinical trial. This can be used if a hospital has entered the available clinical trials in NCIS using the study management function.

Results of the conference			
No.	Recommendation type	Recommendation/location	Information
1.	Adjuvant Systemic treatment ▼	Chemotherapy ▼ <input type="radio"/> in-house <input type="radio"/> external <input checked="" type="radio"/> not specified	
2.	Radiotherapy ▼	Brachytherapy ▼	
<div>Add recommendation</div> <div>Recommendation - text field [ + / - ]</div> <div>Surgical intervention not possible, patient for chemo+radiotherapy</div>			
<div>1. Study recommendation</div> <div>Procedure [ + / - ]</div> <div></div>			
<div>Discussion [ + / - ]</div> <div></div>			
<div>Conference ended with</div> <div></div>			
<div>Guideline-based treatment recommended</div> <div> <input type="radio"/> yes   <input type="radio"/> no         </div>			

The field “conference ended with” is required to be completed for each patient in order to be able to close and lock the conference to editing. There are three options:

- Recommendation  
Selecting recommendation documents that the patient discussion concluded in a recommendation. The patient in the navigation list will turn green.

Conference ended with

Recommendation ▼

Mayo GH C

☐ **FERMANAGH, MARY (45)**  
ICD C10.1

UH Galway Client Short

☐ **BORON, MARY (45)**  
ICD C50.1

☐ **MARY, MCKEON (76)**  
ICD C50.2

☒ **Kidney, Kiara (71)**  
ICD C50.0

- Recommendation  
Selecting recommendation documents that the patient discussion concluded in a recommendation. The patient in the navigation list will turn green.

Conference ended with

Recommendation ▼

<b>Mayo GH C</b>	
<input type="radio"/>	<b>FERMANAGH, MARY (45)</b> ICD C10.1
<b>UH Galway Client Short</b>	
<input type="radio"/>	<b>BORON, MARY (45)</b> ICD C50.1
<input type="radio"/>	<b>MARY, MCKEON (76)</b> ICD C50.2
<input checked="" type="radio"/>	<b>Kidney, Kiara (71)</b> ICD C50.0

- Adjournment

If adjournment is selected, other fields will appear to record a reason and to select the conference that the patient should be adjourned to.

Conference ended with	Adjournment
Reason	<input type="text"/> T
Conference for repeat presentation	---Please select a conference---

Clicking on the “T” button will display a list of reasons that can be selected, however a reason can also be typed in.

Reason	<input type="text"/> T
Conference for repeat presentation	X
Guideline-based treatment recommended	<a href="#">Presenter not available</a> <a href="#">Radiology not available</a> <a href="#">Histology not available</a> <a href="#">Conference overran</a> <a href="#">MDM re-scheduled</a>
Conference outcome details	

A conference is selected from the list to adjourn the patient to. The user must click the “new conference registry” button in order for the patient to be registered. Once this is clicked the patient’s registration will now appear at the newly selected conference appointment date.

Conference for repeat presentation	Thursday (30.12.2021) 00:00 hours
	<input type="button" value="New conference registry"/>

The patient will turn yellow in the navigation list if adjournment has been selected:

Mayo GH C	
<input type="radio"/>	<b>FERMANAGH, MARY (45)</b> ICD C10.1
UH Galway Client Short	
<input type="radio"/>	<b>BORON, MARY (45)</b> ICD C50.1
<input checked="" type="radio"/>	<b>MARY, MCKEON (76)</b> ICD C50.2
<input checked="" type="radio"/>	<b>Kidney, Kiara (71)</b> ICD C50.0
<input type="button" value="Sorting"/> <input type="button" value="Search/Add pa"/>	

- Morbidity and mortality

If morbidity and mortality discussion is selected, the patient remains grey in the navigation list

Conference ended with	<input type="text" value="Morbidity and mortality discus"/> <input type="button" value="v"/>
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Mayo GH C	
<input type="radio"/>	<b>FERMANAGH, MARY (45)</b> ICD C10.1
UH Galway Client Short	
<input type="radio"/>	<b>BORON, MARY (45)</b> ICD C50.1
<input checked="" type="radio"/>	<b>MARY, MCKEON (76)</b> ICD C50.2
<input checked="" type="radio"/>	<b>Kidney, Kiara (71)</b> ICD C50.0
<input type="button" value="Sorting"/> <input type="button" value="Search/Add pa"/>	

The final part of the screen shows if there have been any previous conference discussions. It is possible to click on previous discussions and view them in more detail. There is also a comments and notes section.

The screenshot shows a web interface titled "Conference history". It displays a meeting record for the date 16.04.2021. The record includes the following text: "ConferenceBreast -Chair Prof. Surgeon", "Conference ended with: Recommendation. Initial presentation/index discussion Benign Aetiology Pre-Confirmed histology/cytology.", "Presented by: Dr. Barry Bright Oncology", and "Clinical question to be discussed at MDM: Mammogram showed possible mass. Biopsy negative. Discharge". Below this text is a large, empty text area labeled "Comments". At the bottom of the "Comments" area is a "Save note" button and a trash icon. Below the "Comments" area is a text input field labeled "Add note" and a "Save note" button. At the very bottom of the interface are three buttons: "i", "Save", and "Print protocol".

Click "save" at the bottom of the screen to save any changes. If the user forgets to press save and clicks onto the next patient, a pop up will appear requesting to save changes.

The screenshot shows a pop-up dialog box with an orange header that says "Unsaved changes!". The main text of the dialog says "You have unsaved changes. Save now?". At the bottom of the dialog are three buttons: "Save", "Do not save", and "Cancel".

## 6 Exiting the conference documentation

To get back to the overview of the patient list, click the meeting banner at anytime:



This will bring the user back to the patient list overview:

c37.TumorBoard  
**UH Galway Client Short**

Online: casemanager  
**Case Manager**

**Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)**

Patient	Diagnosis, question	Presented by
<b>Mayo GH C</b>		
<b>FERMANAGH, MARY</b> (f) 15.08.1976	<b>15.10.2019 Tumour Case Diagnosis:</b> C10.1 Malignant neoplasm of anterior surface of epiglottis <b>Clinical question to be discussed at MDM:</b> Post surgery discussion	<b>Mr. Jack Surgeon (GUH, Surgery)</b>
Relevant examinations	<b>Histology</b> Resection: 30.11.2021	
<b>UH Galway Client Short</b>		
<b>BORON, MARY</b> (f) 15.08.1976	<b>20.11.2020 Other tumour(s):</b> 17.03.2020 Tumour Case Diagnosis: C50.1 Malignant neoplasm of central portion of breast <b>Clinical question to be discussed at MDM:</b> Confirm staging and treatment option	<b>Dr. Barry Bright (SLH, Oncology)</b>
Relevant examinations	<b>Pathology</b> Biopsy: 05.10.2021 <b>Radiology</b> CT TAP: 02.11.2021	

**Patient Overview**

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Mayo GH C  
**FERMANAGH, MARY (45)**  
 ICD C10.1  
 UH Galway Client Short  
**BORON, MARY (45)**  
 ICD C50.1  
**MARY, MCKEON (76)**  
 ICD C50.2  
**Kidney, Kiara (71)**  
 ICD C50.0

Sorting
 Search/Add pa

## 7 Documentation buttons

There are a number of documentation buttons that will generate pdf documents that can be printed or saved and emailed if required.

List of patients	List of patients →	A short list of patient cases registered for discussion
Anonymised list of patients		
Anonymise agenda	Agenda →	A longer list of patient cases registered for discussion
Agenda		
Protocol	Protocol →	The detailed documentation of the conference.
Conference protocol anonymized		
Detailed history		

The patient list or agenda can be used as printed list to conduct the meeting if required. The protocol, often referred to locally as the meeting minutes or meeting outcome has all the information that was documented about the patient at the conference. It includes the information from the tumour case that was automatically displayed at the conference, information that was entered at registration and the information that was recorded about the discussion including the recommendations.

Clicking on the protocol button will generate a document that includes all the patients from the meeting. This is also automatically generated as a final version when the meeting is locked. Individual protocols are automatically saved to each patient case in NCIS.

Whenever an agenda or protocol is generated by a user, the version is recorded on the left:

Conference history	
<p>Agenda from the conference on 17.12.2021 18:10:58</p> <p>Protocol from the conference on 17.12.2021 18:11:06</p>	<p>Anonymise agenda</p> <p>Agenda</p> <p>Protocol</p> <p>Conference protocol anonymized</p> <p>Detailed history</p>

By clicking on the “detailed history” button, the user can see the history of agendas and protocol that were generated.

Conference history

Prints

Protocol from the conference on 17.12.2021 18:11:06

Agenda from the conference on 17.12.2021 18:10:58

Activities

17.12.2021 17:49:12 (Manager, Case): Participant Nurse, Claire marked absent

17.12.2021 17:49:12 (Manager, Case): Participant Dr. Bright, Barry marked absent

17.12.2021 17:49:12 (Manager, Case): Participant Radio, Sandra marked absent

17.12.2021 17:49:12 (Manager, Case): Participant Path, Layla marked absent

17.12.2021 17:49:12 (Manager, Case): Participant Manager, Case marked absent

17.12.2021 17:49:12 (Manager, Case): Participant Mr. Surgeon, Jack marked absent

Close

## 8 Locking the conference

When the documentation of the MDM has been finalised as per local policy, the conference can be locked in NCIS. Changing the status of the conference to “locked” means that a user can’t make any more edits to the documentation. The information that was present and entered in the tumour case at the time of the documentation is captured in the patient protocol. If changes are required to be made after locking the conference, then the status is required to be changed back to “in progress”. Only users with special permissions can lock a conference (permission level casemanager or administrator).

The fields “conference ended with” must be completed for every patient on the list before the conference can be locked. To lock the conference, the user must change the status, enter their password, and click save:

Conference status			
Locked	User identification	galwaycasemanager	Password
			●●●●●●●●
			Save




The protocol will all the patient documentation will automatically be generated. A pop up will appear at the bottom of the screen asking the user if they want to open it:

Do you want to open or save Print\_Protocol\_(18125717122021).pdf (95.1 KB) from 10.0.1.71?

Open Save Cancel



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Date	Time	Conference	Hospital	Location	Patients
16.12.2021	00:00 - 00:00H	Breast MDM Chair Prof Surgeon	GUH_MUH_LUH_SUH_PUH_SVUH_MRHT_SJH_MUHC_UHK_UHW	Meeting Room 1	4 Patients   



The individual protocol is saved to the patient's case and can be viewed by clicking on the conference tab. Click the pdf symbol to generate the protocol pdf document. The user can also click on a conference date to open and view the information, however it will be locked for editing.

c37.CancerCenter  
UH Galway Client Short

Patient: **MS Kidney, Kiara**  
D.O.B: 14.02.1950 (71)  
NCIS ID: 12638000120  
Hospital ID: 2009876 (GUH)

General info Diagnostics **Conference** Assessment Therapy Communication

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Date	PDF	Name	Status	Event
16.12.21		<b>ConferenceBreast MDM Chair Prof Surgeon</b> <b>Conference ended with: Recommendation.</b> Initial presentation/index discussion New presentation of cancer/tumour Pre-Confirmed histology/cytology. Presented by: Dr. Barry Bright Oncology <b>Clinical question to be discussed at MDM:</b> Review radiology and histology, query surgery first line treatment <b>Recommendation:</b> Surgical intervention not possible, patient for chemo+radiotherapy <b>Procedure:</b> test	in progress	
16.04.21		<b>ConferenceBreast -Chair Prof. Surgeon</b> <b>Conference ended with: Recommendation.</b> Initial presentation/index discussion Benign Aetiology Pre-Confirmed histology/cytology. Presented by: Dr. Barry Bright Oncology <b>Clinical question to be discussed at MDM:</b> Mammogram showed possible mass. Biopsy negative. Discharge		