



NCIS GUIDE

Introduction to the Conference (MDM) module in NCIS.Chart

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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 guide is to provide an overview of the conference module and provide instructions on how to view patient registration lists for particular dates.

2 How to access the conference module and which users can access it?

The conference module is accessed by all NCIS users by clicking the middle conference button as indicated below:



3 Appointment list in the conference module

In the conference module, a list of appointment dates for different conferences is displayed. The user will see appointment dates for all conferences in the hospitals that they have permission to.

Conference overview

22.01.2021 - 11:00 - 12:00H
Prostate MDM -Chair Dr Byrne
conference room 1

Participants
Doctor 10
Susan Byrne
Olivia Percy

Patients
Mr Caleb Adkins
Ms Gwendolyn Briggs
Ms Virginia Buchanan
Ms Brooke Evans
Ms Desiree Gilbert
Ms Laura Houston
Ms Elbert Luna
Ms Kelley Lyons
Ms Mary Marshall
Ms Hannah McCormick
Mr Hubert Nelson
Ms Sonia Richards
Ms Whitney Rivera
Mr Amos Underwood

3
20

Restrict to client: "All centres"

Conference name:

Patient name:

Conference date: 04.01.2021 to 08.02.2021 >>> Search

Conference	Hospital	Location	Patients
2:00H Prostate MDM -Chair Dr Byrne	Training	conference room 1	1 Patients
2:00H Prostate MDM -Chair Dr Byrne	Training	conference room 1	2 Patients
22.01.2021 11:00 - 12:00H Prostate MDM -Chair Dr Byrne	Training	conference room 1	14 Patients

Meeting date

Scheduled meeting time

MDM Name

Hospital(s) that can register patients to the MDM

Location of the meeting

Edit/Copy buttons

Status (turns green when meeting is finished and locked)

Current # patients registered

Hover on the ⓘ button for an overview of patients and participants

Some appointments may be for a shared MDM (more than one hospital registers and discusses patients and in this instance the user's hospital will be one of the hospitals taking part in this MDM:

Hospital
UH Galway Training
UH Galway Training
GUH - MUH
UH Galway Training

The hospital that hosts a shared MDM is always listed as the first hospital in the group.

4 Filtering the conference list

In the conference module, the top of the screen has some options which allows the user to filter the list of conference appoint dates.

All conferences	4
1 Conferences per page	20
2 Current conferences	
3 Restrict to client	"All centres"
4 Conference name	
5 Patient name	
6 Conference date	08.12.2021 to 12.01.2022 >>> Search

By default, the list will show the current conference appointment list for the hospitals that the user has access to. It is also possible to

1. Choose how many conference dates to view per page
2. Filter by current, previous, future, last 3 months, next 3 months, or All
3. Hospital (restrict to client)
4. Conference name
5. Patient name
6. Conference Date

5 Opening and viewing a conference appointment date

Double click on a conference date to open and view the registrations for that date:

c37.TumorBoard UH Galway Client Short

Online: casemanager Case Manager

Conferences

Add: -- Please choose --

All conferences: 4
Conferences per page: 20
Current conferences: --

Restrict to client: "All centres"
Conference name:
Patient name:
Conference date: 08.12.2021 to 12.01.2022 >>> Search

Date	Time	Conference	Hospital	Location	Patients
09.12.2021	00:00 - 00:00H	Breast MDM Chair Prof Surgeon	GUH_MUH_LUH_SUH_PUH_SVUH_MRHT_SJH_MUHC_UHK_UHW	Meeting Room 1	0 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	3 Patients

Clicking on a conference appointment date will open the list of patient registrations for that date (see below). If MDM documentation is recorded live, the screen below will be viewed during the meeting. It can also be accessed at any time:

c37.TumorBoard UH Galway Client Short

Online: casemanager Case Manager

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

Patient Registration List

Patient	Diagnosis, question	Presented by
MARY, HICKON (76) 12.03.1945	06.09.2021 Tumour Case Diagnosis: C50.2 Malignant neoplasm of upper-inner quadrant of breast Clinical question to be discussed at MDM: Please review biopsy and CT TAP to confirm staging. Discuss treatment options	Dr. Barry Bright (SRM, Oncology) Mr. Jack Surgeon (Prim. Exam.)
BORON, MARY (45) 15.08.1976	20.11.2020 Other tumour(s): 17.03.2020 Tumour Case Diagnosis: C50.1 Malignant neoplasm of central portion of breast Clinical question to be discussed at MDM: Confirm staging and treatment options	Dr. Barry Bright (SRM, Oncology)
FERMANAGH, MARY (45) 15.08.1976	15.10.2019 Tumour Case Diagnosis: C10.1 Malignant neoplasm of anterior surface of epiglottis Clinical question to be discussed at MDM: Post surgery discussion	Mr. Jack Surgeon

Patient Overview
UH Galway Client Short
MARY, HICKON (76) SCD C50.2
BORON, MARY (45) SCD C50.1
Hays GRC
FERMANAGH, MARY (45) SCD C10.1
Sorting Search/Hide pa

Attendance List
Manager, Case (GUR)
Mr. Surgeon, Jack (Conference administrator)
Pathology
Griffin, D (GUR)
Radiology
Larkin, A (GUR)
Radiotherapy
Dr Teal, Teal
All attendees present
Edit attendees
Print attendees

Documentation Generation Buttons
List of patients
Anonymised list of patients
Anonymise agenda
Agenda
Outcome
Detailed history

Conference history
Conference status: In progress
User identification:
Password:
Save

Users that are listed as attendees of the conference will be able to see the details of all patients listed. If the user is **NOT** listed as an attendee of the conference, will see anonymised patient details for patients that are not from the hospital they have permission to in NCIS (see below).

c37.TumorBoard
UH Galway Client Short

Online: casemanager
NURSE2 GUH

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

Patient	Diagnosis, question	Presented by
UH Galway Client Short		
MARY, MCKEON (f) 12.03.1945	06.09.2021 Tumour Case Diagnosis: C50.2 Malignant neoplasm of upper-inner quadrant of breast Clinical question to be discussed at MDM: Please review biopsy and CT TAP to confirm staging. Discuss treatment options	Dr. Barry Bright (SLH, Oncology) Mr. Jack Surgeon (Prim. Exam.)
Relevant examinations	Pathology Biopsy: 25.11.2021 Radiology CT TAP: 30.12.2021, Mammogram: 19.10.2021	
BORON, MARY (f) 15.08.1976	20.11.2020 Other tumour(s): 17.03.2020 Tumour Case Diagnosis: C50.1 Malignant neoplasm of central portion of breast Clinical question to be discussed at MDM: Confirm staging and treatment option	Dr. Barry Bright (SLH, Oncology)
Relevant examinations	Pathology Biopsy: 05.10.2021 Radiology CT TAP: 02.11.2021	
Mayo GH C		
F. M. (f) 1976	15.10.2019 Tumour Case Diagnosis: C10.1 Malignant neoplasm of anterior surface of epiglottis Clinical question to be discussed at MDM: Post surgery discussion	Mr. Jack Surgeon
Relevant examinations	Histology Resection: 30.11.2021	

List of patients
Anonymised list of patients
Anonymise agenda
Agenda
Outcome
Conference outcome anonymized
Detailed history

Conference history
Conference status

in progress ▼ User identification Password Save

Patient Overview

UH Galway Client Short
MARY, MCKEON (76)
ICD C50.2
BORON, MARY (45)
ICD C50.1
Mayo GH C
F. M. (45)
ICD C10.1
Sorting Search/Add pa

Attendance list
☐ Manager, Case (GUH)
☐ **Mr. Surgeon, Jack (Conference administrator)**
Pathology
☐ Griffin, D (GUH)
Radiology
☐ Larke, A (GUH)
Radiotherapy
☐ Dr Test, Test
All attendees present
Edit attendees
Print attendees

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6 Opening and viewing a patient registration in the patient list

Click on patient in the patient list to view the registration details:

Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)		
Patient	Diagnosis, question	Presented by
UH Galway Client Short		
MARY, MCKEON (f) * 12.03.1945	06.09.2021 Tumour Case Diagnosis: C50.2 Malignant neoplasm of upper-inner quadrant of breast Clinical question to be discussed at MDM: Please review biopsy and CT TAP to confirm staging. Discuss treatment options	Dr. Barry Bright (SLH, Oncology) Mr. Jack Surgeon (Prim. Exam.)
Relevant examinations	Pathology Biopsy: 25.11.2021 Radiology CT TAP: 30.12.2021, Mammogram: 19.10.2021	
BORON, MARY (f)	20.11.2020 Other tumour(s): 17.03.2020 Tumour Case Diagnosis: C50.1 Malignant neoplasm of central	Dr. Barry Bright (SLH, Oncology)

The beginning (circled red below) displays the information about the patient's diagnosis that has been entered in the patient's tumour case.

The next section (circled green below) is the information that was entered into the conference form when the patient was registered for the MDM meeting.

Hospital ID: 0012166 (GUR)

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

NCIS med

case details

06.09.2021
Tumour Case Diagnosis

Malignant neoplasm of upper-inner quadrant of breast (C50.2)
cT1 cN0 cM0 stage IA

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: C50.2 from

Purpose
Treatment option

Performance Status
☐ ECOG ☐ Lansky score ☐ Karnofsky score

Previous medical progress [+ / -]

Clinical question to be discussed at MDM [+ / -]
Please review biopsy and CT TAP to confirm staging. Discuss treatment options

Relevant examinations

Pathology Biopsy: 25.11.2021
Radiology CT TAP: 30.12.2021
Mammogram: 19.10.2021

The next section is where the recommendations and detail about the discussion is documented. This may be documented live on screen during the conference or post meeting as per local policy.

Results of the conference

No.	Recommendation type	Recommendation/location	Information
1.	<input type="text"/>	<input type="radio"/> in-house specified <input type="radio"/> external <input type="radio"/> not	<input type="text"/>

Add recommendation
Recommendation - text field [+ / -]

1. Study recommendation
Procedure [+ / -]

Discussion [+ / -]

Conference ended with

Guideline-based treatment recommended ☐ yes ☐ no

Comments

Add note

7 Navigating between the patient's conference registration and the patient's tumour case
When viewing a patient registration in the conference module, it is possible to navigate quickly back to their tumour case. Click the case details button:

c37.CancerCenter
UH Galway Client Short

Patient: **MS MARY, MCKEON**
D.O.B. 12.03.1945 (76)
NCIS ID 12638000123
Hospital ID 0012166 (GUH)

Online: casemanager
NURSE2 GUH

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

NCIS med

case details

06.09.2021
Tumour Case Diagnosis
Malignant neoplasm of upper-inner quadrant of breast (C50.2)
cT1 cN0 cM0 stage IA

Patient presentation type: Initial presentation/index discussion
Patient time point: New presentation of cancer/tumour
Disease: Tumour Case Diagnosis: C50.2 from

Patient Overview

UH Galway Client Short
MARY, MCKEON (76)
ICD C50.2
BORON, MARY (45)
ICD C50.1

This will bring the user back to the tumour case where information can be viewed and edited if necessary. Click the conference module button to quickly navigate back to the patient registration:

c37.CancerCenter
UH Galway Client Short

Patient: **MS MARY, MCKEON**
D.O.B. 12.03.1945 (76)
NCIS ID 12638000123
Hospital ID 0012166 (GUH)

Online: casemanager
NURSE2 GUH

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

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

Basic data

Referring physician
Primary consultant **Mr. Jack Surgeon**
Family doctor/Specialist
Comorbidities

Primary diagnosis

Primary diagn. date **06.09.2021**
Primary diagnosis **C50.2** Malignant neoplasm of upper-inner quadrant of breast
☐ Suspicion of

Diagnosis: C50.2 (06.09.2021)
Malignant neoplasm of upper-inner quadrant of breast
Clinical TNM: cT1-cN0-cM0
Vital status: Patient alive
06.09.2021 (Tumour case)

Assessment: Baseline(+)
Assessment: Extravasation(+)
Biopsy / Puncture(+)
Bone marrow transplantation
Clinical history
Conference
CTCAE Record
Current medications(+)
CVAD Record
Diagnostic Imaging

The previous screen with the patient registration will now be displayed again:

c37.CancerCenter
UH Galway Client Short

Patient: **MS MARY, MCKEON**
D.O.B. 12.03.1945 (76)
NCIS ID 12638000123
Hospital ID 0012166 (GUH)

Online: casemanager
NURSE2 GUH

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

NCIS med

case details
06.09.2021
Tumour Case Diagnosis

Malignant neoplasm of upper-inner quadrant of breast (C50.2)
cT1 cN0 cM0 stage IA

Patient presentation type
Patient time point
Conference type
Presented by
Performance Status

Initial presentation/index discussion
New presentation of cancer/tumour
Pre-Confirmed histology/cytology
Dr. Barry Bright
☐ ECOG ☐ Lansky score ☐ Karnofsky score

Disease
Purpose
Oncology

Tumour Case Diagnosis: C50.2 from
Treatment option

Patient Overview

UH Galway Client Short
MARY, MCKEON (76)
ICD C50.2
BORON, MARY (45)
ICD C50.1
F. M. (45)
ICD C10.1

Sorting Search/Add pa