



## NCIS GUIDE

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

---

## Contents

1	Introduction .....	2
2	How to access the conference module and which users can access it?.....	2
3	Appointment list in the conference module.....	2
4	Filtering the conference list .....	3
5	Opening and viewing a conference appointment date .....	44
6	Opening and viewing a patient registration in the patient list .....	6
7	Navigating between the patient’s conference registration and the patient’s tumour case .....	7

## 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	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

Annotations and Explanations:

- Meeting date:** Points to the date '22.01.2021' in the third row of the table.
- Scheduled meeting time:** Points to the time '11:00 - 12:00H' in the third row of the table.
- MDM Name:** Points to the 'Prostate MDM -Chair Dr Byrne' text in the first column of the table.
- Hospital(s) that can register patients to the MDM:** Points to the 'Training' text in the second column of the table.
- Location of the meeting:** Points to the 'conference room 1' text in the third column of the table.
- Current # patients registered:** Points to the '14 Patients' text in the fourth column of the table.
- Edit/Copy buttons:** Points to the pencil and document icons in the fifth column of the table.
- Status (turns green when meeting is finished and locked):** Points to the status indicator icon in the fifth column of the table.
- Hover on the [i] button for an overview of patients and participants:** Points to the information icon in the sidebar dropdown menu.

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
<b>GUH - MUH</b>
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.

The screenshot shows a filtering interface with the following elements:

- 1. Conferences per page: 20
- 2. Current conferences (dropdown menu)
- 3. Restrict to client: "All centres" (dropdown menu)
- 4. Conference name (text input field)
- 5. Patient name (text input field)
- 6. Conference date: 08.12.2021 to 12.01.2022 (date range selector with calendar icons) and a Search button.

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

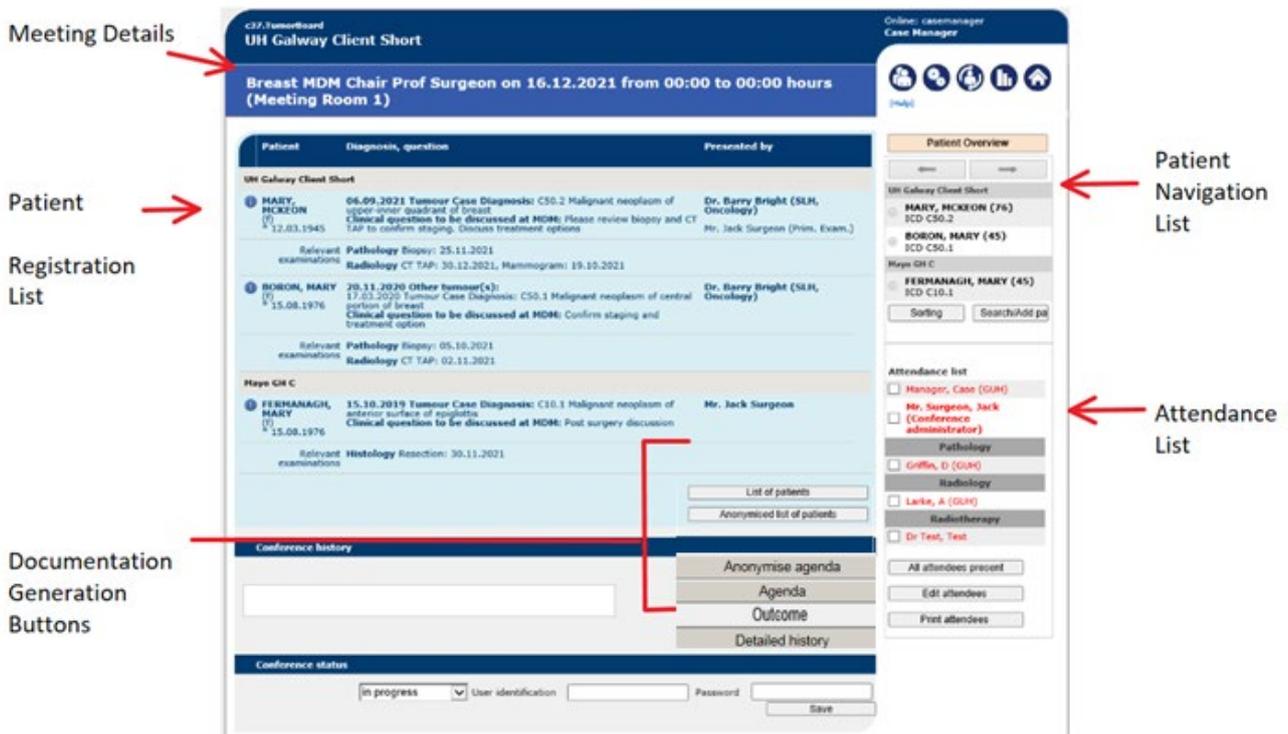
1. Choose how many conference dates to view per page
2. Filter by current, previous, future, last 3 months, next 3 months, or All
3. Hospital (restrict to client)
4. Conference name
5. Patient name
6. Conference Date

## 5 Opening and viewing a conference appointment date

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



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:



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).

The screenshot displays the 'c37.TumorBoard UH Galway Client Short' interface. The main header indicates a 'Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)'. The interface is divided into a main table and a right-hand sidebar.

Patient	Diagnosis, question	Presented by
<b>UH Galway Client Short</b>		
1 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	
1 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	
<b>Mayo GH C</b>		
1 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	

Below the table, there are buttons for 'List of patients', 'Anonymised list of patients', 'Anonymise agenda', 'Agenda', 'Outcome', 'Conference outcome anonymized', and 'Detailed history'. At the bottom, there is a 'Conference status' section with a dropdown menu set to 'in progress', fields for 'User identification' and 'Password', and a 'Save' button.

The right-hand sidebar contains a 'Patient Overview' section with navigation arrows and a list of patients: 'MARY, MCKEON (76) ICD C50.2' and 'BORON, MARY (45) ICD C50.1'. Below this is a 'Mayo GH C' section with 'F. M. (45) ICD C10.1'. There are 'Sorting' and 'Search/Add pa' buttons. The 'Attendance list' section includes checkboxes for 'Manager, Case (GUH)', 'Mr. Surgeon, Jack (Conference administrator)', 'Griffin, D (GUH)', 'Larke, A (GUH)', and 'Dr Test, Test'. At the bottom of the sidebar are buttons for 'All attendees present', 'Edit attendees', and 'Print attendees'.

The footer of the interface reads: 'Version:2021-08 © 2007-2021 celsius37.com AG'.

## 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
<b>UH Galway Client Short</b>		
(i) <b>MARY, MCKEON</b> (f) * 12.03.1945	<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 (Prim. Exam.)
Relevant examinations	<b>Pathology</b> Biopsy: 25.11.2021 <b>Radiology</b> CT TAP: 30.12.2021, Mammogram: 19.10.2021	
(i) <b>BORON, MARY</b> (f)	<b>20.11.2020 Other tumour(s):</b> 17.03.2020 Tumour Case Diagnosis: C50.1 Malignant neoplasm of central	<b>Dr. Barry Bright (SLH, Oncology)</b>

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) 8

**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 **Malignant neoplasm of upper-inner quadrant of breast (C50.2)**  
**Tumour Case Diagnosis**  
 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.

**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:

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:

The screenshot shows the 'UH Galway Client Short' interface. At the top, it displays 'c37.CancerCenter' and 'UH Galway Client Short'. Patient information includes 'MS MARY, MCKEON', 'D.O.B. 12.03.1945 (76)', 'NCIS ID 12638000123', and 'Hospital ID 0012166 (GUH)'. The 'General info' tab is active, with sub-tabs for 'Diagnostics', 'Conference', 'Assessment', 'Therapy', and 'Communication'. A navigation bar includes 'Personal info', 'Tumour case', and 'Clinical history'. The 'Basic data' section contains fields for 'Referring physician', 'Primary consultant' (Mr. Jack Surgeon), 'Family doctor/Specialist', and 'Comorbidities'. The 'Primary diagnosis' section shows a date of '06.09.2021' and a diagnosis of 'C50.2 Malignant neoplasm of upper-inner quadrant of breast'. A right-hand panel provides a summary: 'Diagnosis: C50.2 (06.09.2021) Malignant neoplasm of upper-inner quadrant of breast', 'Clinical TNM: cT1-cN0-cM0', and 'Vital status: Patient alive 06.09.2021 (Tumour case)'. Below this, a list of assessment and clinical history items is shown, including 'Assessment: Baseline(+)', 'Assessment: Extravasation(+)', 'Biopsy / Puncture(+)', 'Bone marrow transplantation', 'Clinical history', 'Conference', 'CTCAE Record', 'Current medications(+)', 'CVAD Record', and 'Diagnostic Imaging'. A red box highlights a person icon in the top navigation bar.

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

The screenshot shows the 'Breast MDM Chair Prof Surgeon on 16.12.2021 from 00:00 to 00:00 hours (Meeting Room 1)' interface. It features the same patient information as the previous screen. The main header displays the meeting title and 'NCIS med'. The 'case details' section shows the date '06.09.2021' and 'Tumour Case Diagnosis: Malignant neoplasm of upper-inner quadrant of breast (C50.2)'. The TNM staging is 'cT1 cN0 cM0 stage IA'. The 'Patient presentation type' is 'Initial presentation/index discussion', the 'Patient time point' is 'New presentation of cancer/tumour', and the 'Conference type' is 'Pre-Confirmed histology/cytology'. The 'Presented by' field is 'Dr. Barry Bright'. The 'Disease' field is 'Tumour Case Diagnosis: C50.2 from' and the 'Purpose' is 'Treatment option'. The 'Performance Status' section includes radio buttons for 'ECOG', 'Lansky score', and 'Karnofsky score'. A right-hand panel titled 'Patient Overview' lists patients: 'MARY, MCKEON (76) ICD C50.2', 'BORON, MARY (45) ICD C50.1', and 'F. M. (45) ICD C10.1'. There are 'Sorting' and 'Search/Add pa' buttons at the bottom of this panel.