



# NCIS GUIDE

## Medication Cancellation

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When cancelling a medication NCIS.Med (BD CATO) behaves differently if there are medications that are already prepared or dispensed.

If a medication has not been prepared or dispensed, then cancelling medication(s) only requires a reason to be recorded. If a medication is prepared or dispensed but has not been administered, the system needs to know what to do with those medications if you no longer require them. This guide will explain how the system behaves in these different scenarios and what to do in each case.

Please note that all screenshots in this guide are taken from the training environment in NCIS and do not contain any real patient information.

### 1.1 Cancelling a medication that hasn't been prepared or dispensed

To cancel a medication that hasn't been prepared or dispensed select the medication to be cancelled, click the status/flag button and select cancelled from the dropdown menu.

08:00	120min	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m <sup>2</sup> BSA Dubois)	PHARMACIST-VERIFIED	Set CONS.CO-SIGN RQD Set FOR PHYSICIAN REVIEW Set URGENT Set X CANCELED
10:00	30min	<b>Fluorouracil 25mg/mL IV Bolus (DB)</b> by intravenous injection	<b>650mg</b> • 102.99% (411.95mg/m <sup>2</sup> BSA Dubois) • Division: 1 x 650mg		
10:30	10min	Infusor connection Place of delivery: TRN - Training Oncology/Haematology Day Ward			
10:40	46h	<b>Fluorouracil</b> q4s to 115mL NaCl 0.9% • in SV2.5 Infusor • by intravenous infusion	<b>3786.85mg</b> • (2400mg/m <sup>2</sup> BSA Dubois)	PHYSICIAN-VERIFIED	

Enter a reason for the cancellation by selecting a pre-filled reason or free typing a reason to give more specific information.

**Cancel medication**

**Cancel medication**

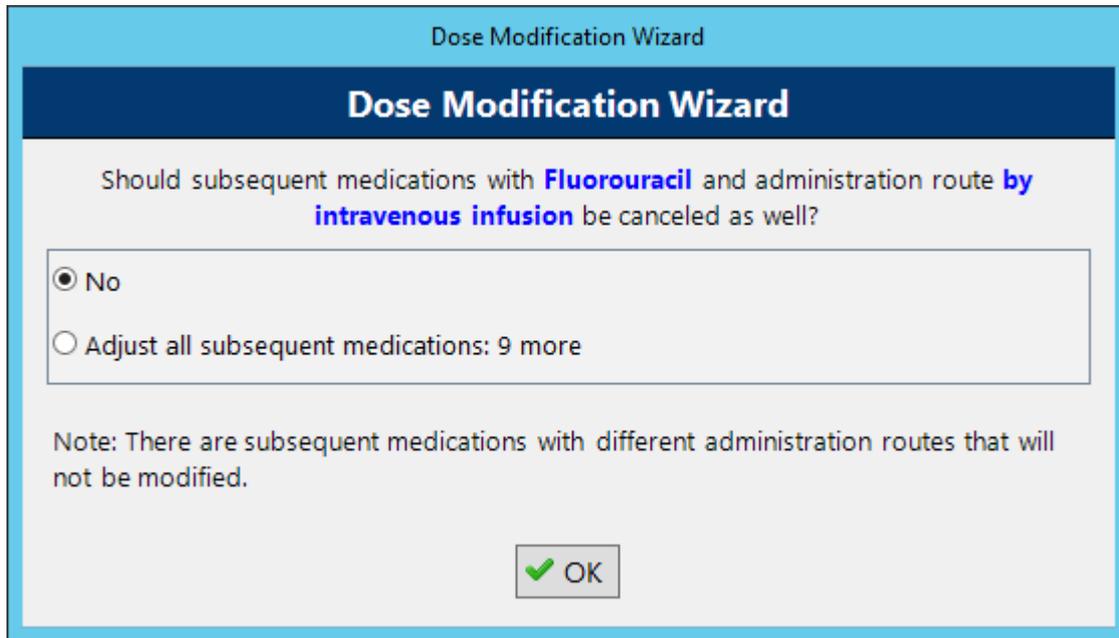
Possible reasons

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

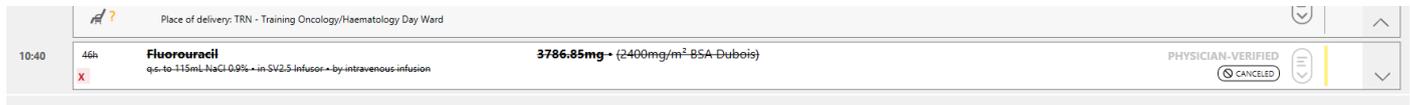
Reason

OK Cancel

The dose modification wizard will now ask if subsequent medications with the same active ingredient and route should also be cancelled.

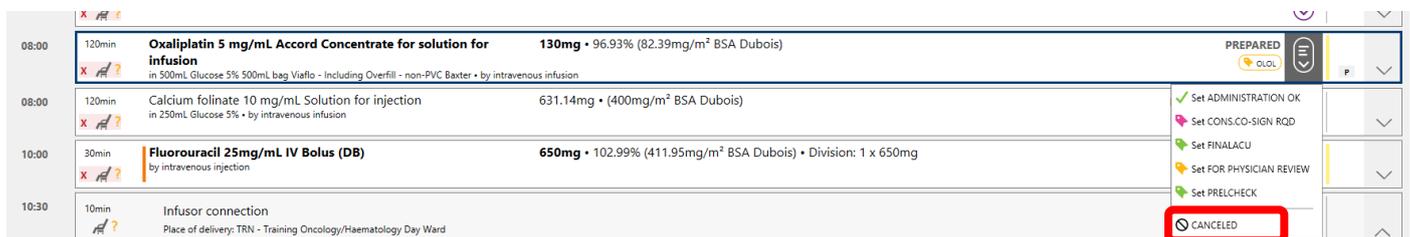


Once all these steps have been completed the medication will appear as cancelled in the therapy plan.



## 1.2 Cancelling a prepared medication

To cancel a prepared medication select the medication to be cancelled, click the status/flag button and select cancelled from the dropdown menu.



A reason must be recorded as to why the medication is being cancelled as described above.

Additionally, depending on the user's permissions, there are three options to consider:

- Mark as returned product
- Re-order (Only physicians, pharmacists and nurse level II user groups will see this option)
- Bill although cancelled

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

### 1.2.1 Marking a product as returned

If the product is marked as returned it will appear in the returned products list and will automatically be quarantined. It is up to local workflow to decide whether to remove the product from quarantine and re-use it or whether the product should be discarded.

Master data   Reference data   Therapy   Preparations   Reports   Tools   Administration

### Returned products

Returned products filter

Period: This week (Until today) (from 15/05/2023 to 18/05/2023)

No.	Status	Medication	Expiration	P
202091	Quarantine	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 130mg	25/05/2023 08:44	18

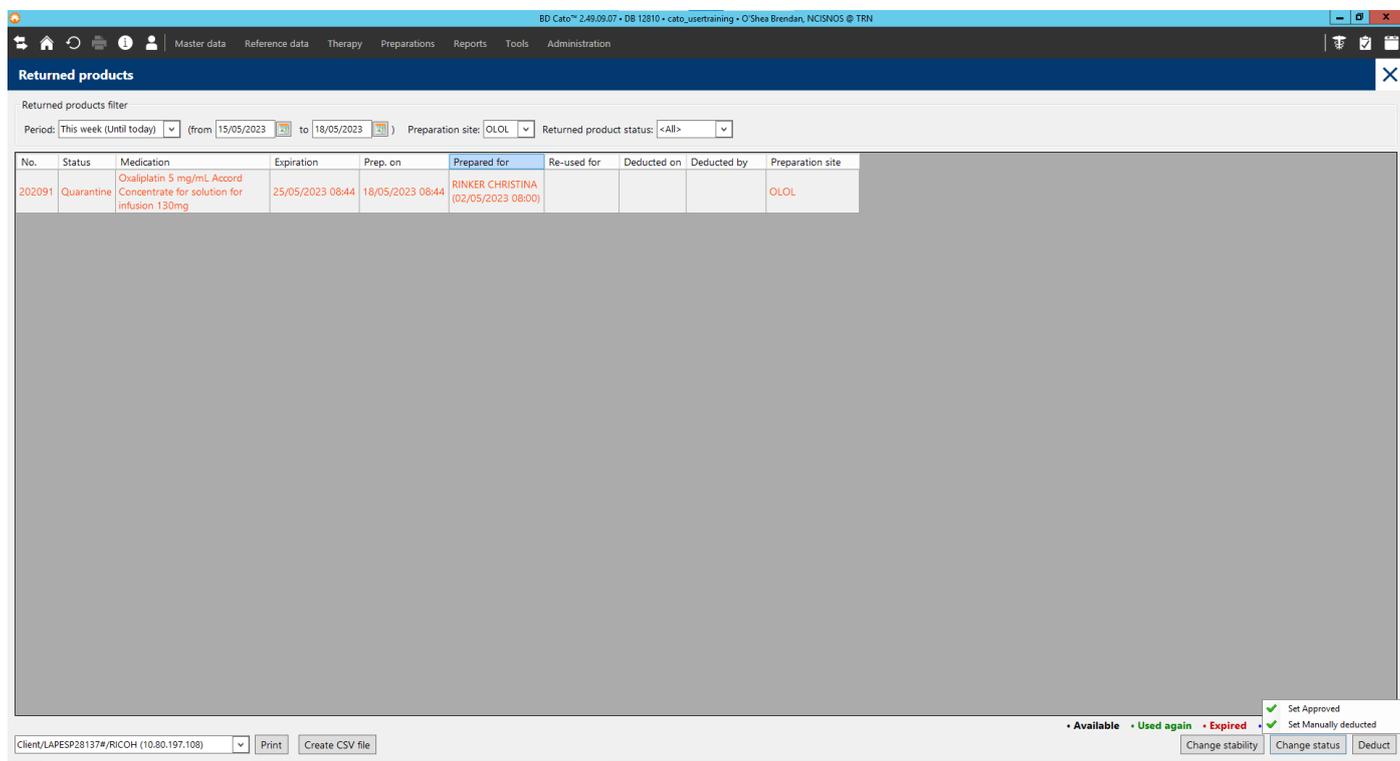
Returned product status: <All>

Re-used for   Deducted on

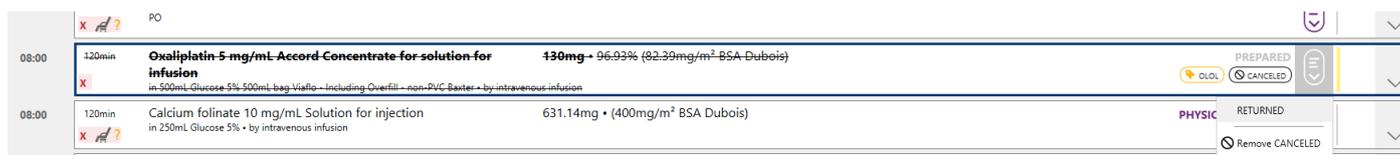
STINA (08:00)

- Setup
- Preparations
- Robot preparations
- Documentation
- Define label layout
- Lot management
- Remainder management
- Returned products**
- Stock batch templates
- Shipping

The stability of the returned product can be adjusted (reduce only).



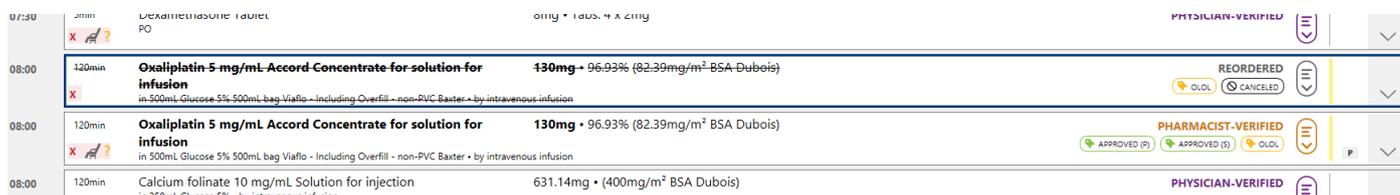
If a medication has been cancelled and not marked as returned it is possible to change the status of the medication to returned at a later date by selecting the cancelled medication, clicking the status/flag button and selecting the 'Returned' option.



## 1.2.2 Re-ordering

Selecting re-order when cancelling a product will cancel the original medication and create an exact copy of the medication in a pharmacist verified status.

It is not possible make any changes to this medication i.e. the dose, vehicle etc. For this reason, the re-order function is ideally used when something has gone wrong with the preparation, e.g. the product is leaking or some particulate was found during release checks, and the exact same medication for the exact same patient needs to be prepared again.

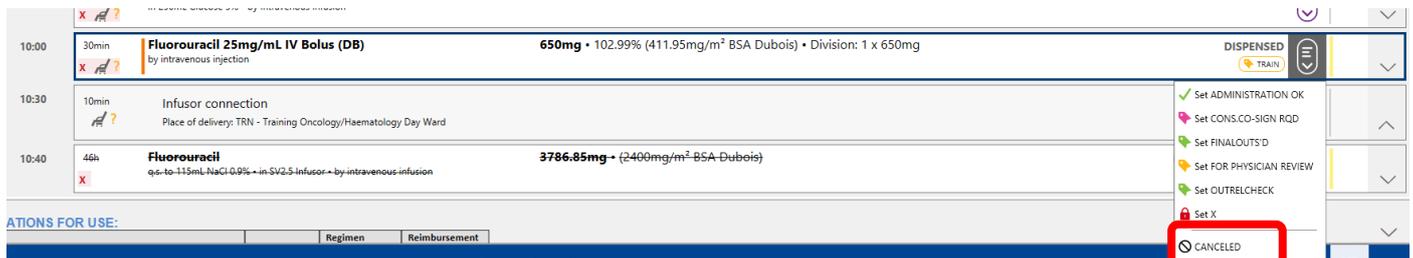


### 1.2.3 Bill although cancelled

This is optional and selecting this means that the item will still be included in billing for that patient.

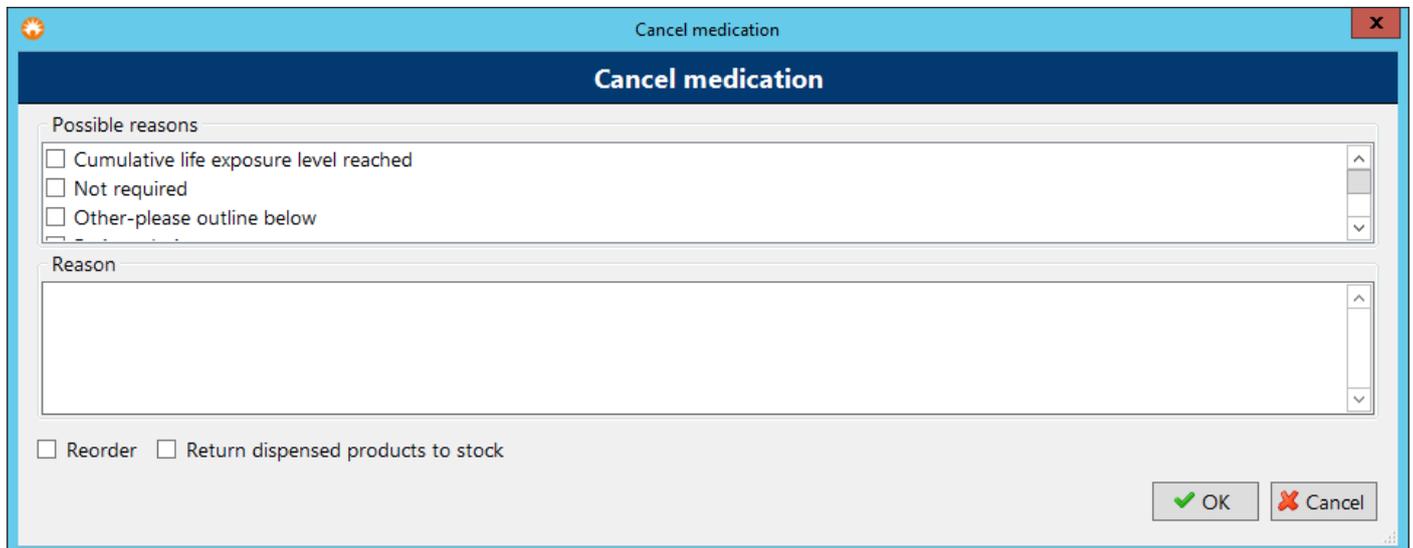
### 1.3 Cancelling a dispensed medication

To cancel a dispensed product select the product, click the status/flag button and select cancelled.



A reason must be recorded as to why the medication is being cancelled. Then, depending on the users permissions there are two options to consider:

- Reorder (Only physicians, pharmacists and nurse level II user groups will see this option)
- Return dispensed products to stock



### 1.3.1 Re-ordering

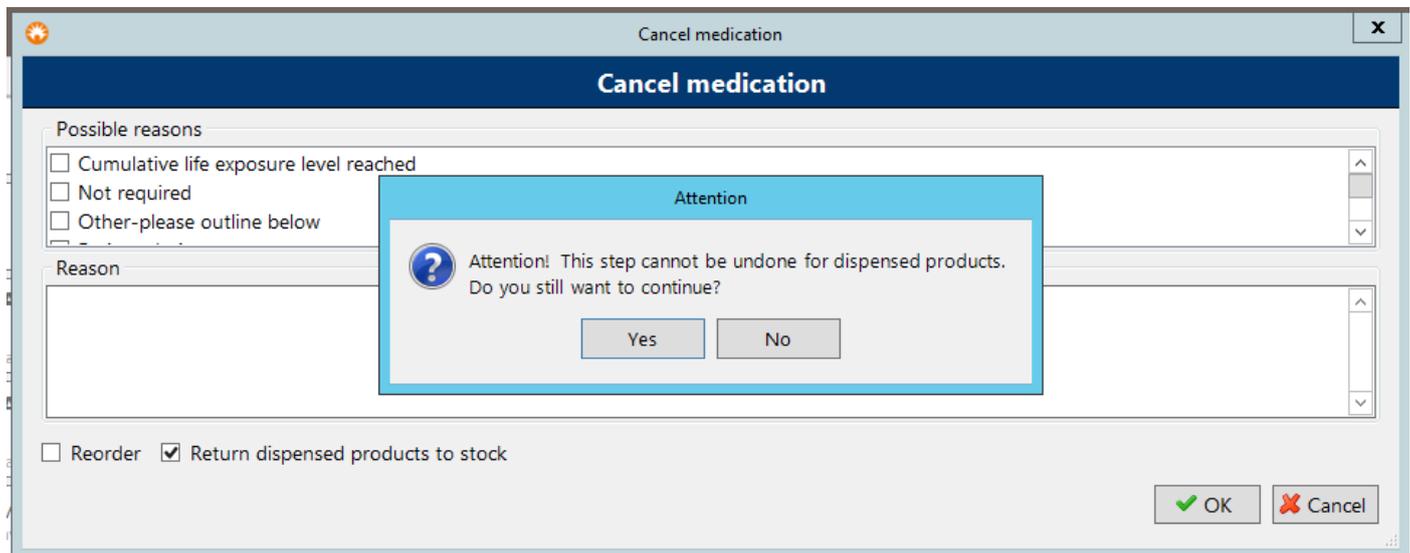
As described in section 1.2.2 selecting re-order when cancelling a product will cancel the original medication and create an exact copy of the medication in a pharmacist verified status.

It is not possible make any changes to this medication i.e. the dose, vehicle etc. For this reason, the re-order function is ideally used when something has gone wrong with the preparation, e.g. the product is leaking or some particulate was found during release checks, and the exact same medication for the exact same patient needs to be prepared again.

Time	Medication Name	Dose	Status
08:00	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion	130mg • 96.93% (82.39mg/m <sup>2</sup> BSA Dubois)	REORDERED
08:00	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion	130mg • 96.93% (82.39mg/m <sup>2</sup> BSA Dubois)	PHARMACIST-VERIFIED
08:00	Calcium folinate 10 mg/mL Solution for injection	631.14mg • (400mg/m <sup>2</sup> BSA Dubois)	PHYSICIAN-VERIFIED

### 1.3.2 Returning dispensed products to stock

For dispensed products selecting 'return dispensed products to stock' box triggers a warning indicating that the step can't be undone, click yes to continue.



The dose modification wizard will now ask if subsequent medications with the same active ingredient and route should also be cancelled.

Dose Modification Wizard

Dose Modification Wizard

Should subsequent medications with **Fluorouracil** and administration route **by intravenous injection** be canceled as well?

No

Adjust all subsequent medications: 7 more

Note: There are subsequent medications with different administration routes that will not be modified.

Authorization is missing for modification / cancellation of: 3 additional medications.

OK

Once this step has been completed the product will be added back into stock in the lot management section and will be available for selection again.

#### 1.4 Cancelling a medication that has been set-up or dispensed

If a medication has been set up i.e. lots have been assigned and the parts list is saved and then gets cancelled it will appear in the preparation sets screen with an 'X' in the preparation approval column.

Before cancellation:

Ordered preparations <span style="float: right;">0</span>		Preparation sets <span style="float: right;">1</span>		Ordered dispenses <span style="float: right;">0</span>		Dispense sets <span style="float: right;">0</span>	
!	▼ 1	Prep. no.	Med. no.	Administration ▲ 2	Product(s)		
✓	V	6484	208734	02/05/2023 08:00	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion		

08:00 120min **Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion** 130mg • 96.93% (82.39mg/m<sup>2</sup> BSA-Dubois) SET UP COMPLETE (P)

X in 500mL Glucose 5% 500mL bag Vialto - Including Overfill - non-PVC Baxter - by intravenous infusion APPROVED (P) OLOL CANCELED

After cancellation:

The screenshot shows the 'Setup' interface with the 'Preparation sets' tab selected. A table lists a preparation set with the following details:

Prep. no.	Med. no.	Administration	Product(s)
6484	208734	02/05/2023 08:00	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion

A red arrow points to the 'X' in the 'Prep. no.' column. Below the table, a text box contains the message: "No preparation approval".

In this situation the pharmacy will have to undo the set up to remove it from the screen.

The screenshot shows the 'Setup' interface with the 'Preparation sets' tab selected. A table lists a preparation set with the following details:

Prep. no.	Med. no.	Administration	Product(s)	Container type	Patient(s)	Unit(s)
6487	208734	02/05/2023 08:00	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion	1x bag Viaflo - Including Overfill -	RINKER CHRISTINA	TRN - Training Oncology/Haemat

A red arrow points to the 'Undo setup' button at the bottom right of the screen.

Medications that are pharmacist verified in the orders screen will disappear if they are cancelled.

## 1.5 Cancelling a cycle

There may be situations where a cycle must be omitted rather than postponed in NCIS. It is not possible to cancel a cycle in NCIS, it is possible however to select all the medications within a cycle and cancel them all at once.

To cancel all the medications within a cycle right click on the cycle banner and click 'select all medications and appointments'.

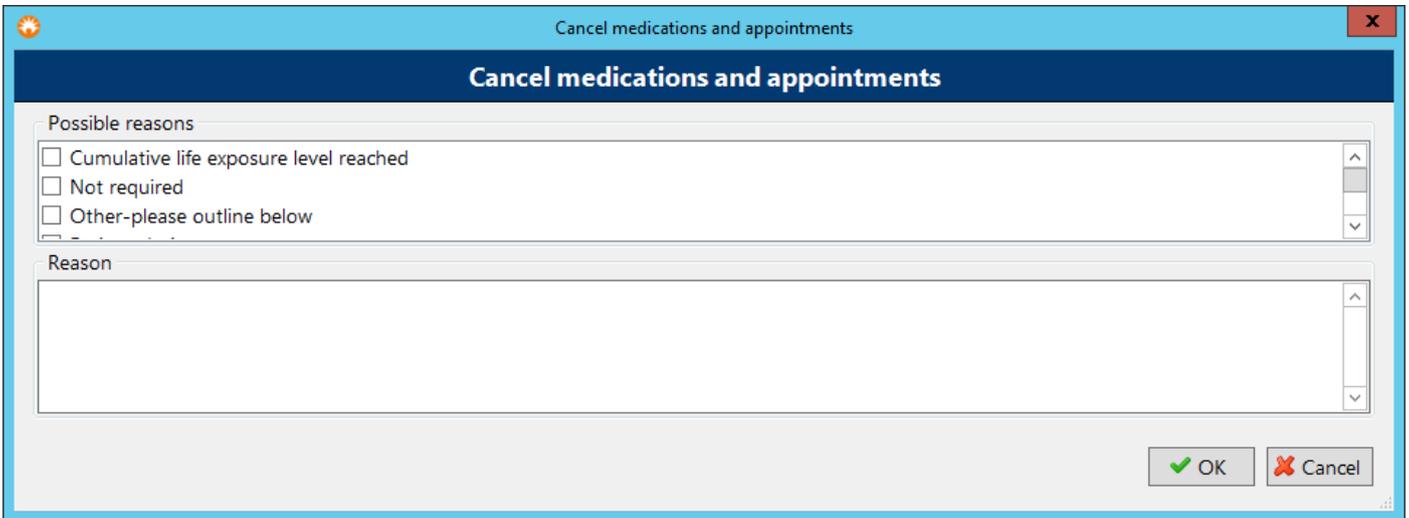
The screenshot shows the 'Therapy plans' section for 'FOLFOX-6 Modified 14 day Adj (00209.1)'. The cycle banner for 'Cycle 4 FOLFOX-6 Modified' is selected, opening a context menu. The menu options include: 'Select all medications and appointments', 'Select only main medications', 'Select time period', 'Crop all comments and appointments', 'Postpone cycle', 'Compare cycle', 'Edit', 'Delete', 'Billing codes', 'Cycle postponement rules', 'Display regimen', 'Set place of delivery', 'Set cost center', 'Event log', 'Print', and 'Copy'. The 'Select all medications and appointments' option is highlighted with a red box.

Time	Medication	Dose	Physician-Verified
07:30	Ondansetron Tablet PO	16mg • Tabs: 2 x 8mg	PHYSICIAN-VERIFIED
07:30	Dexamethasone Tablet PO	8mg • Tabs: 4 x 2mg	PHYSICIAN-VERIFIED
08:00	Oxaliplatin in 500mL Glucose 5% • by intravenous infusion	134.12mg • (85mg/m <sup>2</sup> BSA Dubois)	PHYSICIAN-VERIFIED
08:00	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m <sup>2</sup> BSA Dubois)	PHYSICIAN-VERIFIED
10:00	Fluorouracil Bolus • by intravenous injection	631.14mg • (400mg/m <sup>2</sup> BSA Dubois)	PHYSICIAN-VERIFIED
10:30	Infusor connection	Place of delivery: TRN - Training Oncology/Haematology Day Ward	
10:40	Fluorouracil q.s. to 115mL NaCl 0.9% • in SV2.5 Infusor • by intravenous infusion	3786.85mg • (2400mg/m <sup>2</sup> BSA Dubois)	PHYSICIAN-VERIFIED

Then click the status/flag button on the bottom of the screen and select cancelled.

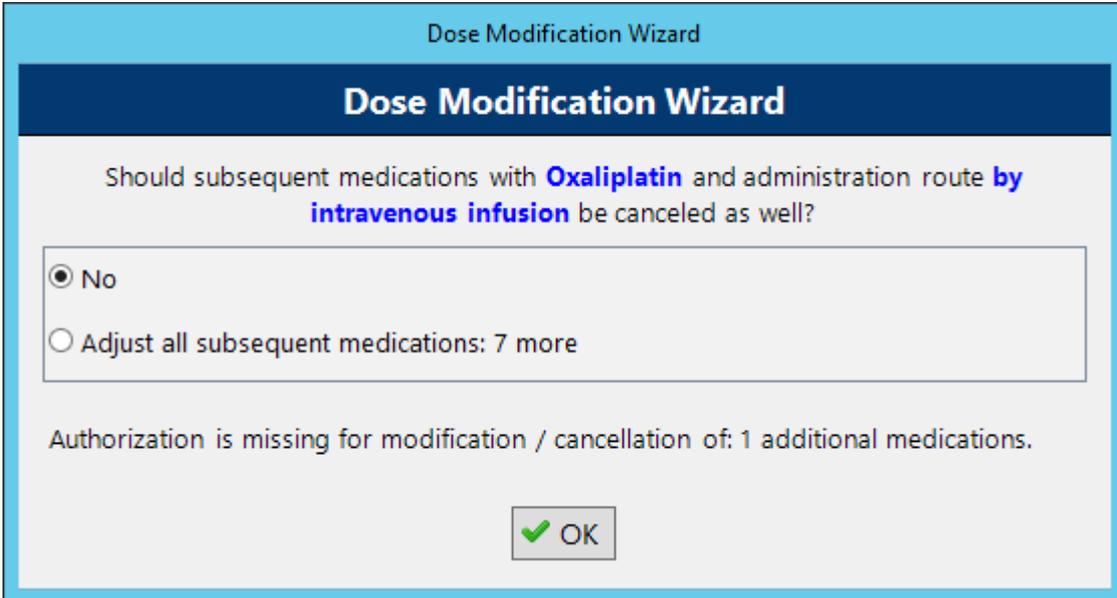
The screenshot shows the same therapy plan. At the bottom of the screen, there is a status bar that reads 'Selected appointments: 1 • Selected medications: 6'. A context menu is open over the status/flag button, with options: 'Reset to: PLANNED', 'PHARMACIST-VERIFIED', 'Set ADMINISTRATION OK', 'Set CONS.CO-SIGN RQD', 'Set FOR PHYSICIAN REVIEW', 'Set URGENT', 'Set X', and 'CANCELED'. The 'CANCELED' option is highlighted with a red box.

Enter a reason for the cancellation by selecting a pre- filled reason or free typing a reason to give more specific information.



The screenshot shows a dialog box titled "Cancel medications and appointments". It has a dark blue header with the title in white. Below the header, there is a section labeled "Possible reasons" with three checkboxes: "Cumulative life exposure level reached", "Not required", and "Other-please outline below". Below this is a text area labeled "Reason" for free typing. At the bottom right, there are two buttons: "OK" with a green checkmark and "Cancel" with a red X.

The dose modification will be presented for each medication in that cycle, asking whether to cancel all subsequent medications in the therapy plan with the same active ingredient and route. Selecting no will only cancel the medications that were selected.



The screenshot shows a dialog box titled "Dose Modification Wizard". It has a dark blue header with the title in white. Below the header, there is a question: "Should subsequent medications with **Oxaliplatin** and administration route by **intravenous infusion** be canceled as well?". There are two radio button options: "No" (which is selected) and "Adjust all subsequent medications: 7 more". Below the options, there is a message: "Authorization is missing for modification / cancellation of: 1 additional medications." At the bottom center, there is an "OK" button with a green checkmark.

The medications within the cycle will now be cancelled however it is still not obvious in the cycle banner that the cycle has been cancelled. It is possible to right click on the cycle banner and select 'edit' to change or add text to the cycle banner if desired.

The screenshot displays the 'Cycle 4 FOLFOX-6 Modified' medication schedule. The schedule includes the following items:

Time	Medication	Dosage
07:30	Ondansetron-Tablet PO	16mg • Tabs: 2 x 8mg
07:30	Dexamethasone-Tablet PO	8mg • Tabs: 4 x 2mg
08:00	Oxaliplatin in 500mL Glucose 5% • by intravenous infusion	134.12mg • (85mg/m <sup>2</sup> BSA Dubois)
08:00	Calcium-folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m <sup>2</sup> BSA Dubois)
10:00	Fluorouracil Solus • by intravenous injection	631.14mg • (400mg/m <sup>2</sup> BSA Dubois)
10:30	Infusor-connection	Place of delivery: TRN - Training Oncology/Haematology Day Ward
10:40	Fluorouracil qs to 115mL NaCl 0.9% • in SV2.5 Infusor • by intravenous infusion	3786.85mg • (2400mg/m <sup>2</sup> BSA Dubois)

The right-hand menu is open, showing options such as 'PHYSICIAN-VERIFIED', 'CANCELED', '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', and 'Copy'. The 'Edit' button is highlighted with a red box.

The edit cycle box will appear into which a comment can be added, it is best not to delete any pre filled text in this box but to add text instead.

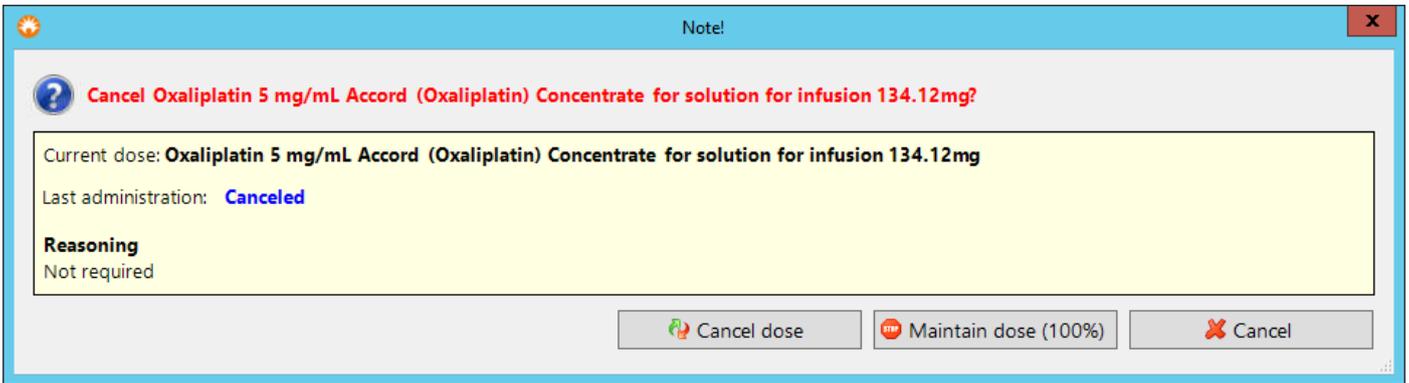
The 'Edit cycle' dialog box is shown. The 'Designation' field contains the text: 'Cycle {z} FOLFOX-6 Modified - cancelled due to adverse event'. The 'Cycle no.' field is empty. There are 'Save' and 'Cancel' buttons at the bottom.

It is now clearly visible in the cycle banner that this cycle has been cancelled.

The screenshot shows the cycle banner for 'Cycle 4 FOLFOX-6 Modified - cancelled due to adverse event'. The banner includes the date '01 Jun 2023 - 01 Jun 2023' and the interval 'Interval: 14 days after Cycle 3 FOLFOX-6 Modified'. The banner is highlighted with a grey background.

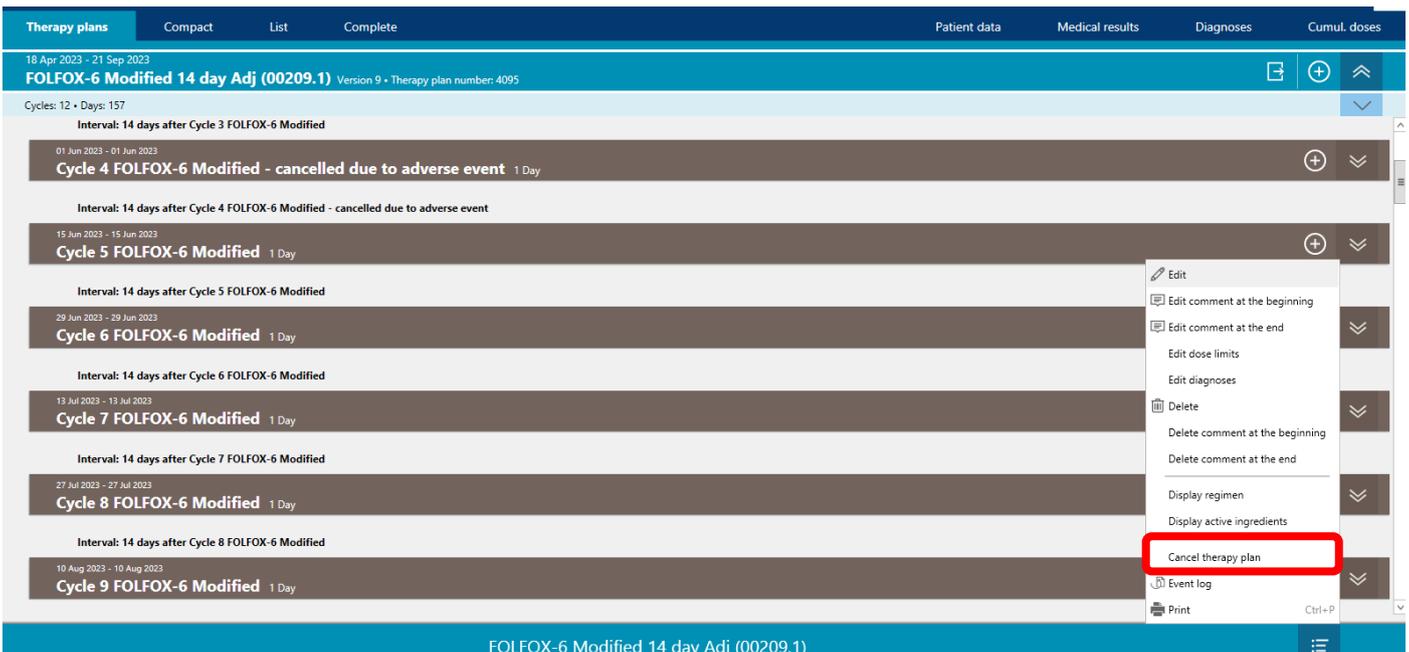
### 1.5.1 The next cycle

If a medication was cancelled in a previous cycle, a warning is generated at physician and pharmacist verification to indicate the same medication was cancelled previously.



### 1.6 Cancelling a therapy plan

If treatment is discontinued then the therapy plan can be cancelled in NCIS.Med, ideally therapy plans should be cancelled to prevent future medications to not appear as planned in medication lists. To cancel a therapy plan right click on the therapy plan banner and select 'cancel therapy plan'.



Cancelling a therapy plan will apply the 'cancelled' flag to all medications in that therapy plan with the exception of those that have already been prepared, dispensed or administered, these medications would have to be cancelled on an individual basis. Record a reason for the cancellation of the therapy plan before confirming the cancellation.

Cancel therapy plan
✕

Cancel therapy plan

This will cancel all medications with exception of medications already prepared or dispensed in the past!

**Do you want to proceed?**

Possible reasons

Additional diagnostic information available

Disease progression

Other- please outline below

Reason

✔ Yes
✖ No

Once a therapy plan has been cancelled it cannot be undone.

Therapy plans		Compact	List	Complete	Patient data	Medical results	Diagnoses	Cumul. doses				
18 Apr 2023 - 21 Sep 2023												
<b>FOLFOX-6 Modified 14 day Adj (00209.1)</b> Version:9--Therapy-plan-number-4095					CANCELED <span style="font-size: 1.2em;">✕</span> <span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">↑</span>							
Cycles: 12 • Days: 157												
<p><small>This regimen is a copy of Production Regimen 00209.1 version 11 Please refer to the NCCP website and the Production environment for the most up to date version of the regimen. For users with no access to the Production environment the NCIS Office can supply a printed copy of the regimen details</small></p>												
18 Apr 2023 - 18 Apr 2023												
<b>Cycle 1 FOLFOX-6 Modified</b> 1 Day					<span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">↑</span>							
<div style="border: 1px solid #ccc; padding: 2px; width: 20px; margin: 0 auto;">1</div> <div style="text-align: center; font-weight: bold; font-size: 0.8em;">Tue 18 Apr 2023</div>	<p>07:30</p> <p>07:30</p> <p>08:00</p> <p>08:00</p> <p>10:00</p>	<p>5min</p> <p>5min</p> <p>120min</p> <p>120min</p> <p>30min</p>	<p>Ondansetron Tablet PO</p> <p>Dexamethasone Tablet PO</p> <p><b>Oxaliplatin (out-sourced) -</b> in 500mL Glucose 5% 500mL bag Viaflo - No Overfill - non-PVC Baxter - by intravenous infusion</p> <p>Calcium-folate-10 mg/mL Solution for injection in 250mL Glucose 5% - by intravenous infusion</p> <p><b>Fluorouracil 25mg/mL IV Bolus (DB)</b> by intravenous injection</p>	<p>16mg • Tabs: 2 x 8mg</p> <p>8mg • Tabs: 4 x 2mg</p> <p><b>135mg • 100.66% (85.56mg/m<sup>2</sup> BSA Dubois)</b></p> <p>631.14mg • (400mg/m<sup>2</sup> BSA Dubois)</p> <p><b>650mg • 102.99% (411.95mg/m<sup>2</sup> BSA Dubois) •</b> Division: 1 x 650mg</p>	<p>PHYSICIAN-VERIFIED</p> <p>PHYSICIAN-VERIFIED</p> <p>PREPARED</p> <p>PHYSICIAN-VERIFIED</p> <p>PHARMACIST-VERIFIED</p>	<p>CANCELED</p> <p>CANCELED</p> <p>TRAIN CANCELED</p> <p>CANCELED</p> <p>APPROVED (D) OLOL CANCELED</p>	<p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p>	<p>⌵</p> <p>⌵</p> <p>⌵</p> <p>⌵</p> <p>⌵</p>				
<p>INDICATIONS FOR USE:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Regimen</th> <th>Reimbursement</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>									Regimen	Reimbursement		
Regimen	Reimbursement											