



# NCIS GUIDE

## Medication Postponement

### Table of Contents

Postponing a Cycle containing Planned, Physician Verified or Pharmacist Verified medications .....	1
Postponing a cycle that contains prepared or dispensed medications .....	3
Postponing a day of treatment within a cycle.....	7

This guide was developed to assist in managing cycle postponements in NCIS.Med (BD CATO). It can also act as a training guide to support users with the use of the system, and to improve familiarisation with the system.

Electronic prescribing has been proven to enhance medication safety; however it may introduce new risks such as selection errors. This guide has been designed to outline the system functionality. We hope that you get the most out of this resource and that it aids you in your use of NCIS.

If you have any queries or suggestions for improvement, do not hesitate in contacting the NCIS office  
ncis@cancercontrol.ie

## Postponing a Cycle containing Planned, Physician Verified or Pharmacist Verified medications

In all postponing scenarios, 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 postponing medication(s) and cycles only requires a reason to be recorded.

To postpone a cycle right click on the cycle banner (brown banner) and select postpone cycle.

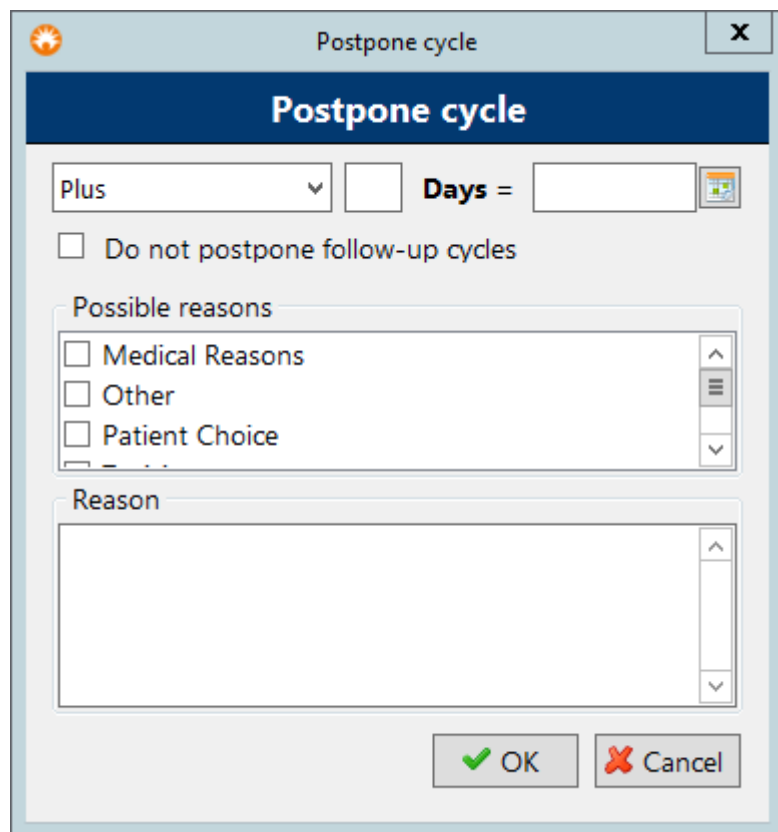
The screenshot displays the NCIS.Med (BD CATO) interface. At the top, there is a navigation bar with tabs for 'Therapy plans', 'Compact', 'List', 'Complete', 'Patient data', 'Medical results', 'Diagnoses', and 'Cumul. doses'. Below this, a section for 'Cycle 3 FOLFOX-6 Modified' is visible, showing a date range of 17 May 2023 to 17 May 2023. A right-click context menu is open over the cycle banner, with the 'Postpone cycle' option highlighted by a red box. The menu also includes options like 'Select all medications and appointments', 'Select only main medications', 'Select time period', 'Crop all comments and appointments', 'Compare cycle', 'Edit', 'Delete', 'Billing codes', 'Cycle postponement rules', 'Display regimen', 'Set place of delivery', 'Set cost center', 'Event log', 'Print', and 'Copy'. The main area of the interface shows a list of medications and their dosages for the selected cycle.

Time	Duration	Medication	Dosage
07:30	5min	Ondansetron Tablet PO	16mg • Tabs: 2 x 8mg
07:30	5min	Dexamethasone Tablet PO	8mg • Tabs: 4 x 2mg
08:00	120min	Oxaliplatin in 500mL Glucose 5% • by intravenous infusion	160.4mg • (85mg/m <sup>2</sup> BSA Dubois)
08:00	120min	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	754.8mg • (400mg/m <sup>2</sup> BSA Dubois)
10:00	30min	Fluorouracil Bolus • by intravenous injection	754.8mg • (400mg/m <sup>2</sup> BSA Dubois)
10:30	10min	Infusor connection	

Select the number of days to postpone by, either by entering the number of days or selecting a date on the calendar in the postponement box.

In order for all future cycles to be moved out by the same time do not tick the 'Do not postpone follow-up cycles' box.

A reason must be entered, there is also an option to free type a reason in the free text box.



The dialog box is titled "Postpone cycle" and has a close button (X) in the top right corner. It features a "Postpone cycle" header bar. Below the header, there is a "Plus" dropdown menu, a "Days =" input field, and a calendar icon. A checkbox labeled "Do not postpone follow-up cycles" is present. Under the heading "Possible reasons", there are three checkboxes: "Medical Reasons", "Other", and "Patient Choice". Below this is a "Reason" text area. At the bottom, there are "OK" and "Cancel" buttons.

The therapy plan overview and cycle view will now both show that the cycle was postponed, note that the interval is always between the day ones of each cycle.

19 Apr 2023 - 27 Sep 2023  
**FOLFOX-6 Modified 14 day Adj (00209.1)** Version 9 • Therapy plan number: 4116

Cycles: 12 • Days: 162

**Interval: 14 days after Cycle 1 FOLFOX-6 Modified**

03 May 2023 - 11 May 2023  
**Cycle 2 FOLFOX-6 Modified** 9 days

**Interval: 21 days after Cycle 2 FOLFOX-6 Modified • Initially planned interval: 14 days**

24 May 2023 - 24 May 2023  
**Cycle 3 FOLFOX-6 Modified** 1 Day

**Interval: 14 days after Cycle 3 FOLFOX-6 Modified**

## Postponing a cycle that contains prepared or dispensed medications

This postponement is performed the exact same way as described in the previous section however a box will appear informing that there are “unpostponable” medications in the cycle.

Selecting the medications in this box will insert them into the cycle anew in a planned status.

Postpone cycle

Insert medications anew

Cycle contains already prepared or dispensed medications.

You can select the medications that should be inserted anew in the "Planned" status to maintain the order in the cycle after the postponement.  
Selected medications will not be postponed.

<input type="checkbox"/> New	Day	Administration	Product	Status	Med. no.
<input type="checkbox"/>	1	08/01/2026 11:00	Oxaliplatin (out-sourced) - 145mg in 500mL Glucose 5% 500mL bag Viaflo - No Overfill - non-PVC Baxter by intravenous infusion over 120 min	PREPARED	298640
<input type="checkbox"/>	1	08/01/2026 13:00	Fluorouracil 25mg/mL IV Bolus (DB) (Division: 1 x 700mg) by intravenous injection over 30 min	DISPENSED	298642

✓ OK

⊗ Cancel

The cycle is now postponed but the existing prepared medication(s) will need to be cancelled and the new medication(s) that have been entered into a planned status will have to be physician verified (Option A below).

If no medications are selected to be inserted anew in a planned status then these medications will be postponed to the new date along with the rest of the medications and will need to be reviewed **\*This is a change in functionality to the previous version of Cato** (Option B below).

## OPTION A

To cancel the medication, select the medication, click on the status flag button and select cancelled

The screenshot shows the NCIS software interface for a patient named Mrs. CHEE EMILY, born 25 Oct 1986, 36.6 years old, with patient number 518025, in the TRN - Training Ward. The therapy plan is FOLFOX-6 Modified 14 day Adj (00209.1), Version 9, with therapy plan number 4116. The plan is for Cycle 2, starting on 03 May 2023, with a 14-day interval. The medications listed are:

- Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion (160mg • 97.98% (83.28mg/m<sup>2</sup> BSA Dubois))
- Ondansetron Tablet (16mg • Tabs: 2 x 8mg)
- Dexamethasone Tablet (8mg • Tabs: 4 x 2mg)
- Calcium folinate 10 mg/mL Solution for injection (768.49mg • (400mg/m<sup>2</sup> BSA Dubois))
- Darzalex 120 mg/mL subcutaneous Solution for injection (1800mg)

A context menu is open for the Oxaliplatin medication, showing options like ADM, SELF ADM, Set 2NDCHECK, Remove ADMINISTRATION OK, Set CONS.CO-SIGN RQD, Set EXTERNAL ADM, Set FINALACU, Set FOR PHYSICIAN REVIEW, Set PRELCHECK, Set SELF ADM, and Set X. The 'CANCELED' option is highlighted in red.

A reason must be recorded as to why there is a cancellation (mandatory), additionally, depending on the user's permissions, there are three options to consider (not mandatory):

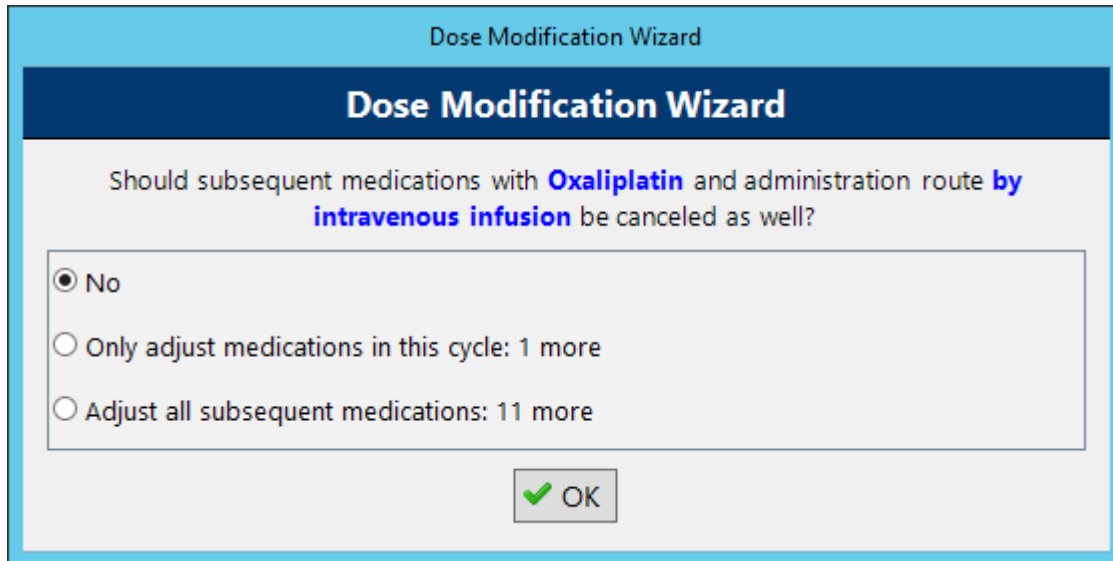
- Mark as returned product – the product will be returned to stock and may be reused
- Reorder – this will reorder a copy of the medication in a pharmacist verified status on the same day
- Bill although cancelled – this will cancel the medication and bill the medication for discarding

The 'Cancel medication' dialog box is shown. It has a title bar 'Cancel medication' and a header 'Cancel medication'. The dialog contains the following sections:

- Possible reasons:**
  - ☐ Cumulative life exposure level reached
  - ☐ Not required
  - ☐ Other-please outline below
- Reason:**
  - A text area for entering a reason.
- Options:**
  - ☐ Mark as returned product
  - ☐ Reorder
  - ☐ Bill although canceled

The 'OK' button is highlighted in green.

Option to cancel further instances of the medication.



The screenshot shows a dialog box titled "Dose Modification Wizard". The main question is: "Should subsequent medications with **Oxaliplatin** and administration route **by intravenous infusion** be canceled as well?". There are three radio button options: "No" (which is selected), "Only adjust medications in this cycle: 1 more", and "Adjust all subsequent medications: 11 more". At the bottom right, there is an "OK" button with a green checkmark icon.

Canceling of medications is explained in more detail in the NCIS guide for Cancellation.

## OPTION B

If no prepared or dispensed medications are selected to be inserted as anew, in the planned status, they will automatically be postponed to the new date along with all the other medications. **This is a change in functionality to the previous version of Cato**, it is advisable that users review these medications in case they will be expired before the new due date.

Please note that if a medication is cancelled within the cycle users will not be asked to insert these medications anew in a planned status when postponing the cycle, instead, the cancelled medication(s) will be postponed along with the rest of the medications.

## Postponing a day of treatment within a cycle

To postpone a day within a cycle or postpone a single medication within a cycle select the medication, or, if there are multiple medications for that day hold the 'Ctrl' button on the keyboard and multi-select the medications. Once the correct medications have been selected right click and select modify.

Therapy plans

Compact

List

Complete

Patient data

Medical results

Diagnoses

Cumul. doses

17 May 2023 - 10 Sep 2023

R-ICE (riTUXimab), Ifosfamide, Carboplatin and Etoposide)(00397.2)

Version 2 • Therapy plan number: 4193

Cycles: 6 • Days: 117

17 May 2023 - 28 May 2023

Cycle 1 R-ICE (riTUXimab - standard infusion rate), Ifosfamide, Carboplatin and Etoposide) 12 days

		Time	Product	Dose	Status	Flags	
+	✗	07:00	Hydrocortisone Powder for solution for injection/infusion	100mg • Division: 1 x 100mg	PHYSICIAN-VERIFIED		
+	✗	08:00	riTUXimab	707.63mg • (375mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		
+	✗	11:30	Low risk of emesis - Select medication required				
+	✗	12:00	Etoposide	188.7mg • (100mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		
Day 2 - Thu, 18 May 2023							
+	✗	07:30	High risk of emesis - Select medications required.				
+	✗	08:00	Etoposide	188.7mg • (100mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		
+	✗	09:00	CARBOplatin	750mg • (5mg/mL/min CARBO AUC (eCrCl+25) MAX eCrCl 125mL/min)	PHYSICIAN-VERIFIED		
+	✗	09:30	Mesna 100 mg/mL Solution for injection/infusion	1887.01mg • (1000mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		
+	✗	09:35	Mesna 100 mg/mL Solution for injection/infusion	9435.05mg • (5000mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		
+	✗	09:36	Ifosfamide	4717.53mg • (2500mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		
+	✗	21:36	Ifosfamide	4717.53mg • (2500mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		
Day 3 - Fri, 19 May 2023							
+	✗	08:56	Low risk of emesis - Select medication required				
+	✗	09:26	Etoposide	188.7mg • (100mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		
+	✗	12:36	Mesna 100 mg/mL Solution for injection/infusion	1887.01mg • (1000mg/m² BSA Dubois)	PHYSICIAN-VERIFIED		

Modify

Define products

Bed planning

Set place of delivery

Set cost center

Set delivery time

Selected medications: 7

Status / flag

- Modify
- Define products
- Bed planning
- Set place of delivery
- Set cost center
- Set delivery time

When the modify box appears select postponement and enter the date or the number of days that the medication(s) should be postponed by then click modify.

Modify

×

Modify

☒ Postponement

Postponement: Plus  d  h  min

Date: 19/05/2023

☐ Dose modification

Dose modification:  %

Target dose: ☐ absolute ☐ relative

☐ Vehicle

Vehicle:   mL

☒ Modify ☐ Cancel