



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.

Therapy plans Compact List Complete Patient data Medical results Diagnoses Cumul. doses

19 Apr 2023 - 20 Sep 2023
FOLFOX-6 Modified 14 day Adj (00209.1) Version 9 • Therapy plan number: 4116

Cycles: 12 • Days: 155

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

17 May 2023 - 17 May 2023 • Interval: 14 days after Cycle 2 FOLFOX-6 Modified

Cycle 3 FOLFOX-6 Modified 1 Day

| 1 | 07:30 | Ondansetron Tablet PO | 16mg • Tabs: 2 x 8mg |
|-----------------|-------|---|--|
| Wed 17 May 2023 | 07:30 | Dexamethasone Tablet PO | 8mg • Tabs: 4 x 2mg |
| | 08:00 | Oxaliplatin in 500mL Glucose 5% • by intravenous infusion | 160.4mg • (85mg/m ² BSA Dubois) |
| | 08:00 | Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion | 754.8mg • (400mg/m ² BSA Dubois) |
| | 10:00 | Fluorouracil Bolus • by intravenous injection | 754.8mg • (400mg/m ² BSA Dubois) |
| | 10:30 | Infusor connection | |

INDICATIONS FOR USE:

Regimen Reimbursement

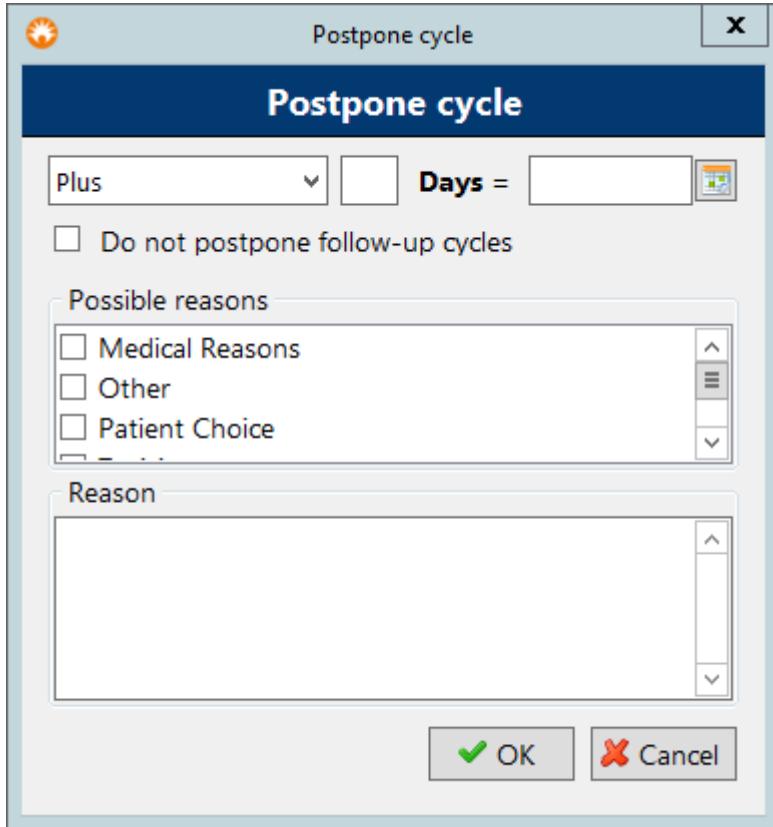
Cycle 3 FOLFOX-6 Modified

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
Copy

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 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

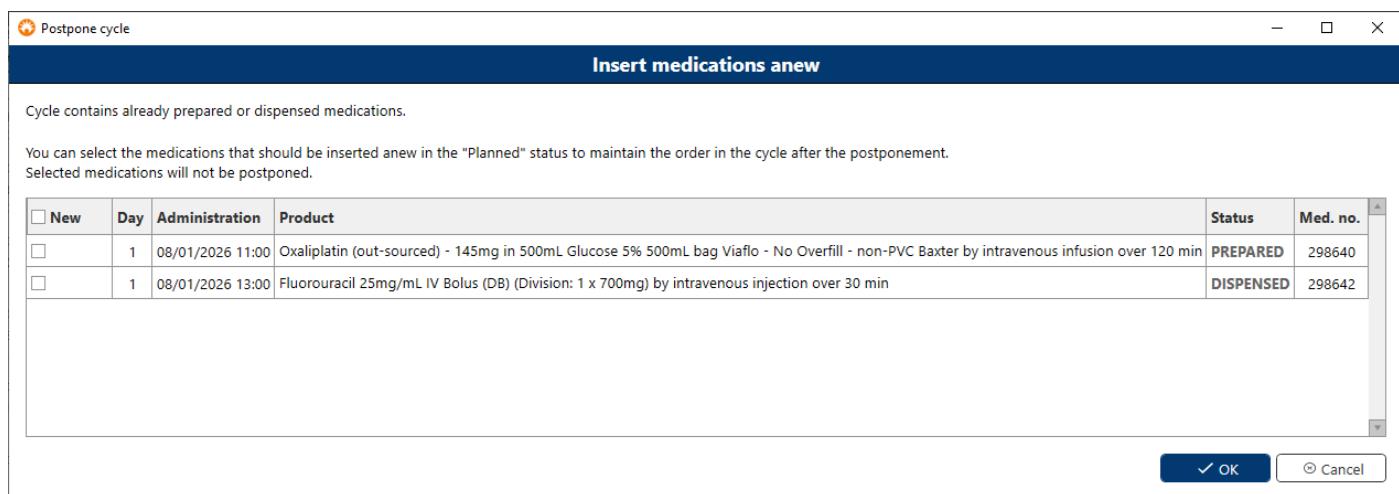
24 May 2023 - 24 May 2023
Cycle 3 FOLFOX-6 Modified 1 Day

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.

| 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 Vialo - 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 |

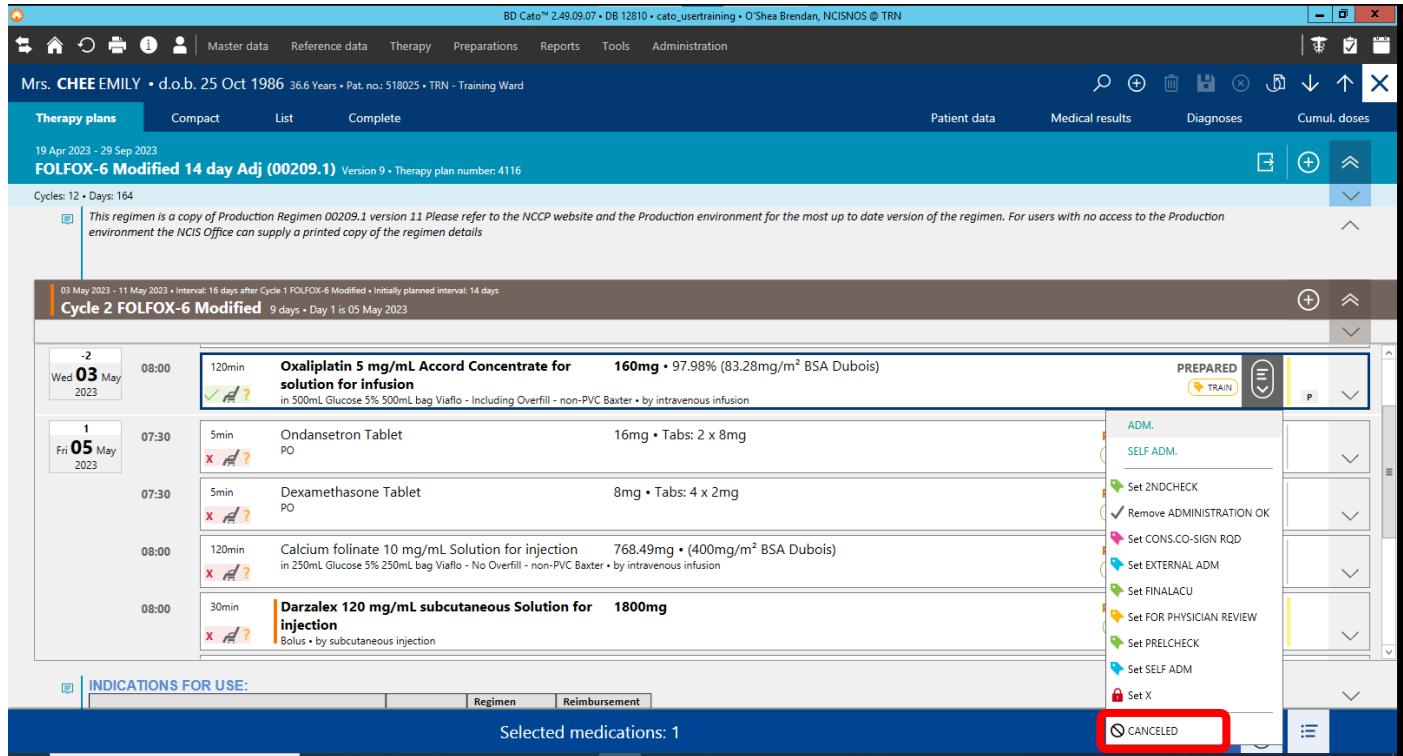
OK Cancel

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



Mrs. CHEE EMILY • d.o.b. 25 Oct 1986 36.6 Years • Pat. no.: 518025 • TRN - Training Ward

Therapy plans Compact List Complete

19 Apr 2023 - 29 Sep 2023

FOLFOX-6 Modified 14 day Adj (00209.1) Version 9 • Therapy plan number: 4116

Cycles: 12 • Days: 164

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.

03 May 2023 - 11 May 2023 • Interval: 16 days after Cycle 1 FOLFOX-6 Modified • Initially planned interval: 14 days

Cycle 2 FOLFOX-6 Modified 9 days • Day 1 is 05 May 2023

| Date | Time | Medication | Quantity |
|------------------|-------|--|--|
| Wed 03 May 2023 | 08:00 | Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion | 160mg • 97.98% (83.28mg/m ² BSA Dubois) |
| 1 Fr 05 May 2023 | 07:30 | Ondansetron Tablet PO | 16mg • Tabs: 2 x 8mg |
| | 07:30 | Dexamethasone Tablet PO | 8mg • Tabs: 4 x 2mg |
| | 08:00 | Calcium folinate 10 mg/mL Solution for injection | 768.49mg • (400mg/m ² BSA Dubois) |
| | 08:00 | Darzalex 120 mg/ml subcutaneous Solution for injection | 1800mg |

PREPARED TRAIN

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
- Set X

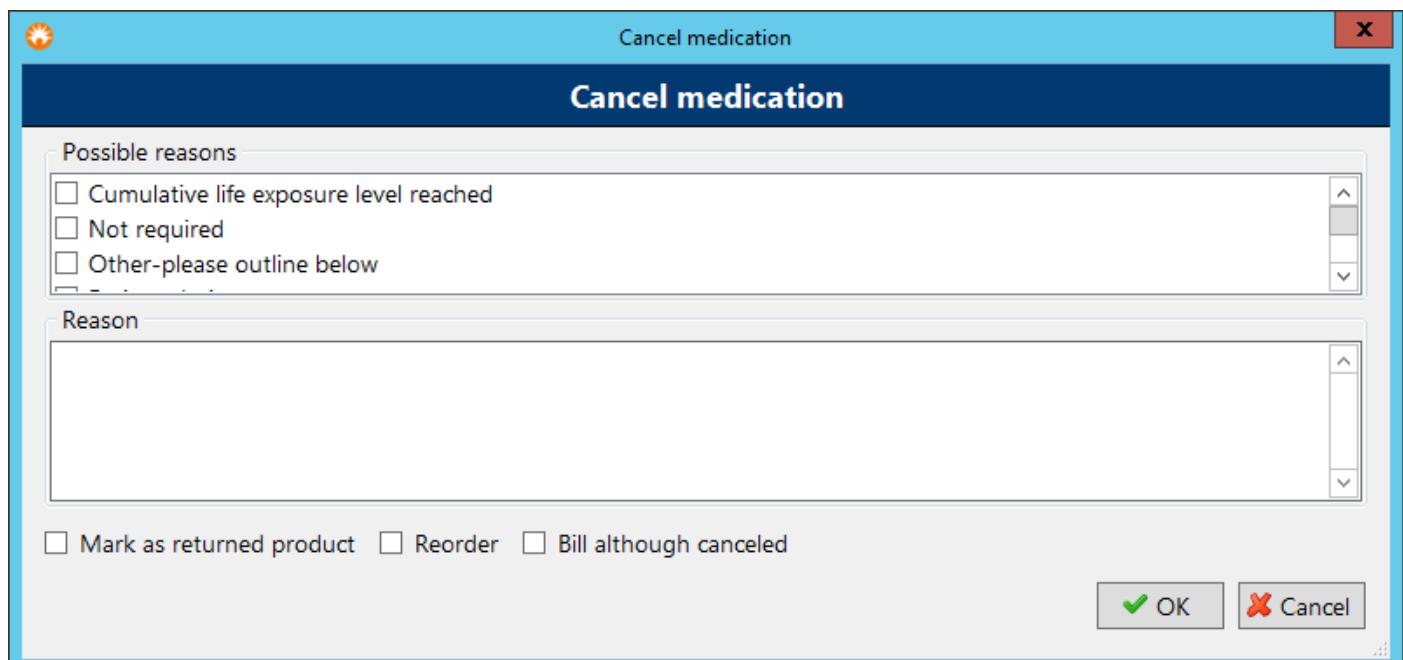
INDICATIONS FOR USE:

Selected medications: 1

CANCELED

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



Cancel medication

Cancel medication

Possible reasons

Cumulative life exposure level reached

Not required

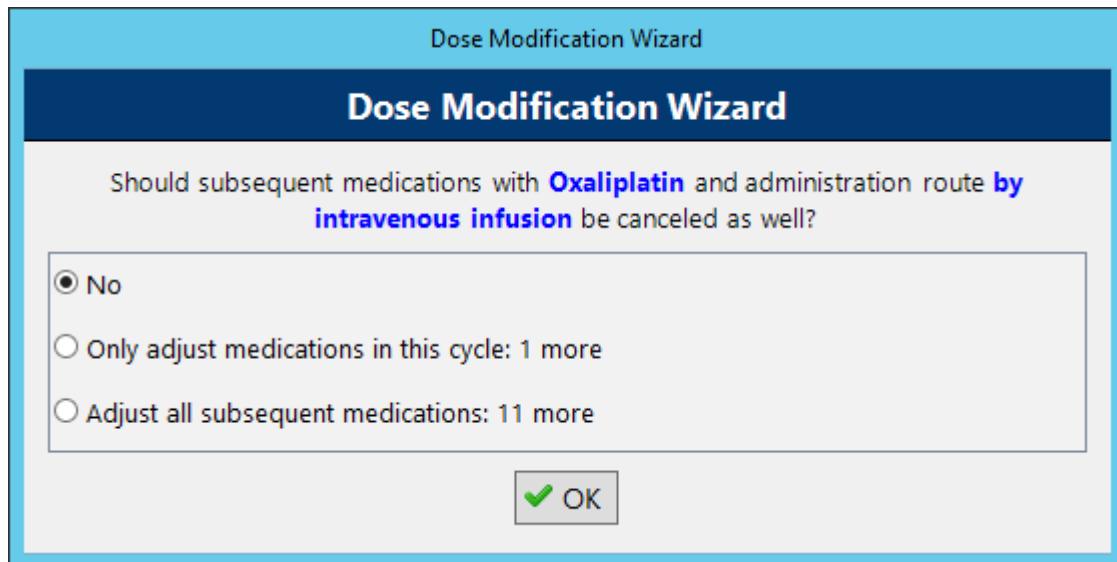
Other-please outline below

Reason

Mark as returned product Reorder Bill although canceled

OK **Cancel**

Option to cancel further instances of the medication.



Cancelling 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/m ² BSA Dubois) | PHYSICIAN-VERIFIED | |
| + | 11:30 | Low risk of emesis - Select medication required | | | |
| + | 12:00 | Etoposide | 188.7mg • (100mg/m ² 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/m ² 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/m ² BSA Dubois) | PHYSICIAN-VERIFIED | |
| + | 09:35 | Mesna 100 mg/mL Solution for injection/infusion | 9435.05mg • (5000mg/m ² BSA Dubois) | PHYSICIAN-VERIFIED | |
| + | 09:36 | Ifosfamide | 4717.53mg • (2500mg/m ² BSA Dubois) | PHYSICIAN-VERIFIED | |
| + | 21:36 | Ifosfamide | 4717.53mg • (2500mg/m ² 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/m ² BSA Dubois) | PHYSICIAN-VERIFIED | |
| + | 12:36 | Mesna 100 mg/mL Solution for injection/infusion | 1887.01mg • (1000mg/m ² BSA Dubois) | PHYSICIAN-VERIFIED | |

Selected medications: 7

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:

Dose modification

Dose modification: %

Target dose: absolute relative

Vehicle

Vehicle: <Unchanged> mL