



NCIS GUIDE

Medication Postponement

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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.

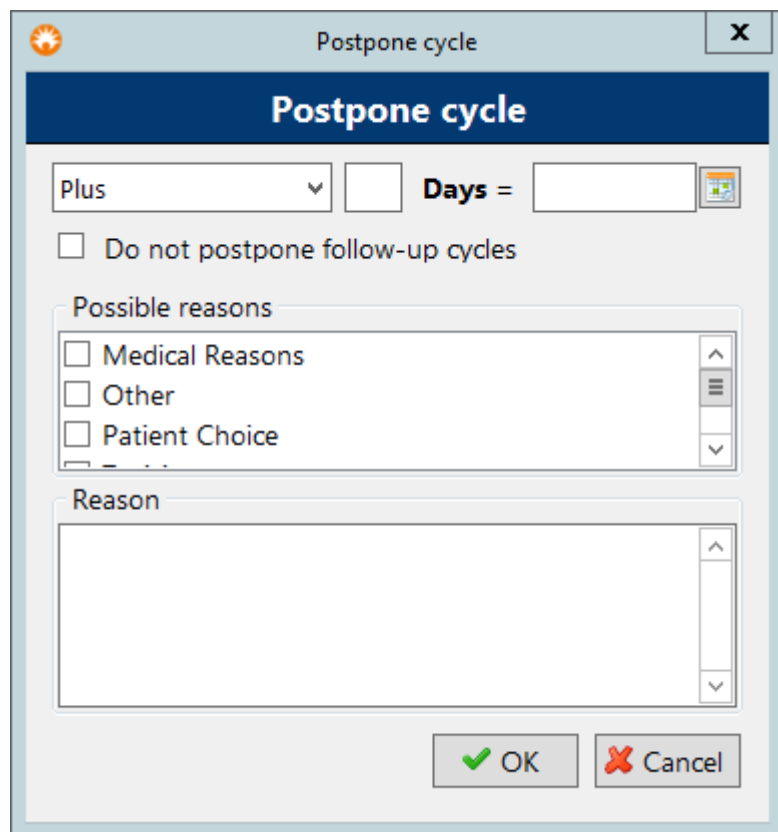
To postpone a cycle right click on the cycle banner (brown banner) and select postpone cycle.

The screenshot displays the NCIS.Med (BD CATO) interface. At the top, there are tabs for 'Therapy plans', 'Compact', 'List', and 'Complete'. Below these, a header bar shows the date range '19 Apr 2023 - 20 Sep 2023' and the regimen name 'FOLFOX-6 Modified 14 day Adj (00209.1)'. A sub-header indicates 'Cycles: 12 • Days: 155'. A note states: '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'. The main area shows 'Cycle 3 FOLFOX-6 Modified' with a timeline from 07:30 to 10:30. Medications listed include Ondansetron Tablet, Dexamethasone Tablet, Oxaliplatin, Calcium folinate, and Fluorouracil. A right-click context menu is open over the cycle banner, with options like 'Select all medications and appointments', 'Postpone cycle' (highlighted), 'Compare cycle', 'Edit', 'Delete', 'Billing codes', 'Cycle postponement rules', 'Display regimen', 'Set place of delivery', 'Set cost center', 'Event log', 'Print', and '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 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 text input field, and a "Days =" label followed by another text input field. A checkbox labeled "Do not postpone follow-up cycles" is present. A section titled "Possible reasons" contains 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

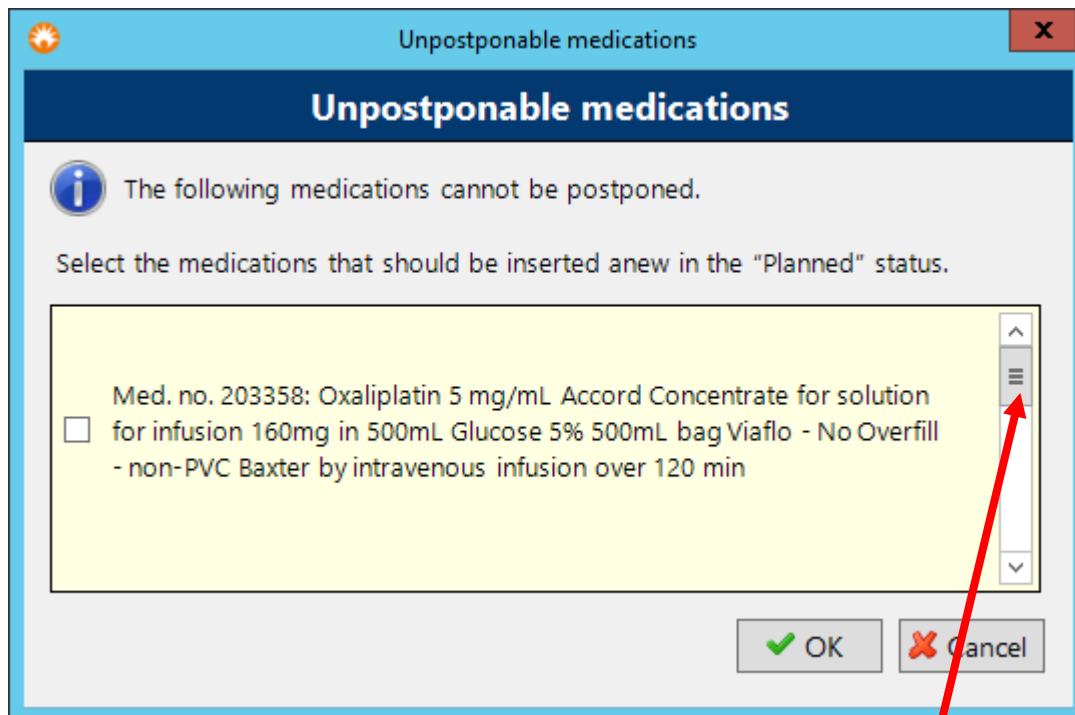
24 May 2023 - 24 May 2023
Cycle 3 FOLFOX-6 Modified 1 Day

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. **Be aware that if there are multiple medications in the cycle that have been prepared or dispensed then scroll down through the box to select them as the box appears quite small on the screen.**



SCROLL HERE

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).

Or if no medications were selected to be inserted anew then these medications will have to be postponed manually (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 for 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/m² BSA Dubois)) - 120min, intravenous infusion.
- Ondansetron Tablet (16mg, Tabs: 2 x 8mg) - 5min, PO.
- Dexamethasone Tablet (8mg, Tabs: 4 x 2mg) - 5min, PO.
- Calcium folinate 10 mg/mL Solution for injection (768.49mg, (400mg/m² BSA Dubois)) - 120min, intravenous infusion.
- Darzalex 120 mg/mL subcutaneous Solution for injection (1800mg) - 30min, subcutaneous injection.

A context menu is open for the Oxaliplatin medication, showing options like ADM, SELF ADM, Set 2ND CHECK, Remove ADMINISTRATION OK, Set CONS.CO-SIGN RQD, Set EXTERNAL ADM, Set FINALACU, Set FOR PHYSICIAN REVIEW, Set PREL CHECK, 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 has a title bar with a close button (X). The main title is 'Cancel medication'. Below the title bar, there is a section for 'Possible reasons' with three checkboxes: 'Cumulative life exposure level reached', 'Not required', and 'Other-please outline below'. Below this is a 'Reason' text area. At the bottom, there are three checkboxes: 'Mark as returned product', 'Reorder', and 'Bill although canceled'. The 'OK' button is highlighted in green, and the 'Cancel' button is highlighted in red.

Option to cancel further instances of the medication.

Dose Modification Wizard

Dose Modification Wizard

Should subsequent medications with **Oxaliplatin** and administration route by **intravenous infusion** be canceled as well?

☒ No

☐ Only adjust medications in this cycle: 1 more

☐ Adjust all subsequent medications: 11 more

OK

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

OPTION B

If no medication(s) are selected to be inserted as anew, in the planned status, they can be postponed manually. To do this right click on the medication and select modify, then change the date to match with the new cycle, but be aware of the expiry of the product as it may have expired by the time it is due.

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 NCIS 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

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

Time	Medication	Dose	Status
08:00	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion in 500mL Glucose 5% 500mL bag Viaflo - Including Overfill - non-PVC Baxter • by intravenous infusion	160mg • 97.98% (83.28mg/m ² BSA Dubois)	✓
11:47	Fluorouracil (out-sourced) - q.s. to 115mL NaCl 0.9% 1000mL bag Viaflo - Including Overfill - non-PVC Baxter • in SV2.5 Infusor 120mL elastomeric • by intravenous infusion	4600mg • 99.76% (2394.31mg/m ² BSA Dubois)	✓
07:30	Ondansetron Tablet PO	16mg • Tabs: 2 x 8mg	X ?
07:30	Dexamethasone Tablet PO	8mg • Tabs: 4 x 2mg	X ?
08:00	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% 250mL bag Viaflo - No Overfill - non-PVC Baxter • by intravenous infusion	768.49mg • (400mg/m ² BSA Dubois)	X ?

INDICATIONS FOR USE:

Regimen Reimbursement

Selected medications: 1

Status / flag

Modify

Modify

Modify

☒ Postponement

Postponement:

Plus

2

d

0

h

0

min

Date:

05/05/2023

11:47

☐ Dose modification

Dose modification:

 %

Target dose:

☐ absolute
 ☐ relative

mg

mg

The final dosage could still be different due to automatic rounding

☐ Vehicle

Vehicle:

<Unchanged>

mL

Modify

Cancel

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. dose

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

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 X

Modify

☒ **Postponement**

Postponement:

Plus

▼

1

 d

0


 h

0

 min

Date:

19/05/2023



☐ **Dose modification**

Dose modification: %

Target dose: ☐ absolute ☐ relative

☐ **Vehicle**


Vehicle:


▼

<Unchanged>

▼

 mL

 **Modify**

 **Cancel**