



# NCIS GUIDE

## Medication Postponement

*This guide was developed to assist in managing cycle postponements in NCIS. 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](mailto:ncis@cancercontrol.ie)*

## Important information relating to NCIS training

- Please read the scenario in **full**, and any tips and warning points before attempting the tasks. Learning points are included to guide you through particular aspects of system functionality.
- The scenarios set out in this guide are outlined to provide guidance and may vary slightly from actual tasks that are carried out in practice, but are included to:
  - Instruct on the set up of information for scenarios e.g., having cycles in the correct status before beginning the scenario
  - Demonstrate certain workflows

## Important information relating to medications on NCIS

- NCIS **does not** alert for all **DUPLICATE PRESCRIBING** or for any **DRUG INTERACTIONS**
  - It is therefore important to check the patient history.
- NCIS **does not** alert for all cycle postponement and dose modification considerations
  - It is therefore important to check the regimen information when confirming a dose.

### *This Training Guide Contains the following Scenarios:*

1. *Postponing a Planned Cycle*
2. *Postponing a Physician Verified Cycle*
3. *Postponing a cycle containing a Pharmacist Verified Medicine*
4. *Postponing a cycle that contains a Prepared Medicine*
5. *Postponing a cycle that contains a Dispensed Medicine*
6. *Postponing treatment mid cycle*

## KEY



Warning Point



Tips



Learning Points



Checkbox to indicate section has been read/completed

## Scenario 1 – Postponing a Planned Cycle

- You are viewing a cycle in planned status in NCIS Med
- Postpone the cycle by 7 days

Open the cycle you wish to postpone in the therapy plan

Select Cycle Context Window and click “Postpone Cycle”

To Access the Cycle Context Window



Enter the number of days to postpone the cycle by or enter the date for the new cycle. In this case we will postpone the cycle by 7 days

To only postpone the current cycle, Click “Do not postpone follow-up cycles”. The “Distance” is the time between Day 1 of the proceeding cycle to day 1 of the next cycle.

The current cycle and all remaining cycles have been postponed by 7 Days.  
 - Note Day 1 is the first day of a main medication.

## Scenario 2 – Postponing a Physician Verified Cycle

- You are viewing a cycle in physician verified status in NCIS Med
- Postpone the cycle by 10 days

**Open the cycle you wish to postpone in the therapy plan**

The screenshot shows a therapy plan for 'PAclitaxel Monotherapy 80mg/m² - 7 days'. Under 'REIMBURSEMENT', 'Week 1 PAclitaxel 80mg/m² 1 Day' is selected. The 'Cycle postponement rules' are visible. The medication list includes Dexamethasone Solution for injection/infusion 10mg and Chlorphenamine Solution for injection 10mg, both marked as 'PHYSICIAN-VERIFIED'.

**Select the Cycle Context Window and click “Postpone Cycle”**

The screenshot shows the 'Cycle Context Window' for 'Week 1 PAclitaxel 80mg/m² 1 Day'. A context menu is open, and the 'Postpone cycle' option is highlighted. Other options include 'Edit', 'Billing codes', 'Cycle postponement rules', 'Set place of delivery', 'Set cost center', 'Event log', 'Print', and 'Copy'.

**To Access the Cycle Context Window**

The diagram illustrates how to access the cycle context window. A lightbulb icon is shown next to the text. A red circle highlights the context menu icon (three horizontal lines) in the bottom right corner of the therapy plan interface.

**Enter number of days to postpone the cycle by or date for new cycle. In this case we will postpone the cycle by 10 days. You will also be prompted to enter a reason code.**

The screenshot shows the 'Postpone cycle' dialog box. The 'Plus' option is selected in the dropdown menu, and '10' is entered in the 'Days' field. The date '13/09/2019' is shown. There is a checkbox for 'Do not postpone follow-up cycles' and 'OK' and 'Cancel' buttons.

**To only postpone the current cycle click “Do not postpone follow-up cycles”. The “Distance” is the time between Day 1 of the proceeding cycle to day 1 of the next cycle.**

The screenshot shows the 'Postpone cycle' dialog box with the 'Do not postpone follow-up cycles' checkbox checked. To the right, a diagram shows the resulting cycle schedule: 'Week 1 PAclitaxel 80mg/m² 1 Day' (14 Sep - 14 Sep) followed by 'Week 2 PAclitaxel 80mg/m² 1 Day' (20 Sep - 20 Sep) with a 'Distance: 6 days after Week 1 PAclitaxel 80mg/m²'.

**The current Cycle and remaining cycles have been postponed by 10 Days. Note Day 1 is the first day of a main medication.**

The screenshot shows the updated therapy plan. The cycles are now: 'Week 1 PAclitaxel 80mg/m² 1 Day' (13 Sep - 13 Sep), 'Week 2 PAclitaxel 80mg/m² 1 Day' (20 Sep - 20 Sep), and 'Week 3 PAclitaxel 80mg/m² 1 Day' (27 Sep - 27 Sep). The distance between each cycle is 7 days.

## Scenario 3 – Postponing a cycle that contains a Pharmacist Verified Medicine

- You are viewing a cycle with a Pharmacist Verified medication in NCIS Med
- Postpone the cycle by 7 days

Open the cycle you wish to postpone in the therapy plan. Note this cycle contains a Pharmacist Verified medication.

Select Cycle Context Window and click “Postpone Cycle”

**To Access the Cycle Context Window**

Enter number of days to postpone cycle by or date for new cycle. In this case we will postpone the cycle by 7 days. You will also be prompted to enter a reason code

To only postpone the current cycle click “Do not postpone follow-up cycles”. The “Distance” is the time between Day 1 of the preceding cycle to day 1 of the next cycle. In this case the distance between week 1 and 2 will become 5 days.

Cycle and remaining cycles have been postponed by 7 Days. Note Day 1 is the first day of a main medication.

## Scenario 4 – Postponing a Cycle that contains a Prepared Medication

- A patients treatment is to be postponed, however the pharmacy has already prepared one of the medications
- Postpone the cycle that contains a prepared medication by 7 days

**View Cycle with medicine in prepared status**

The screenshot shows a therapy plan for 'Bortezomib and Dexamethasone'. Under 'Cycle 2 Bortezomib and Dexamethasone 12 days', there are two medication entries:
 

- Bortezomib 2.75mg • 100.23% (L3mg/m<sup>2</sup> BSA Dubois)**: Status is 'PREPARED' (indicated by a yellow lightning bolt icon). Administration: 'in Bolus • by subcutaneous injection'.
- Dexamethasone Tablet 20mg • Tabs: 10 x 2mg**: Status is 'PHYSICIAN-VERIFIED' (indicated by a green checkmark icon). Administration: 'PO'.

**Select Cycle Context Window and click “Postpone Cycle”**

The screenshot shows the same therapy plan as above, but with a context menu open over the Bortezomib entry. The menu options include:
 

- Select all medications and appointments
- Select only main medications
- Select time period
- Crop all comments and appointments
- Postpone cycle** (highlighted)
- Edit
- Billing codes
- Cycle postponement rules
- Set place of delivery
- Set cost center
- Event log
- Print
- Copy

**To Access the Cycle Context Window**

A close-up of the context menu icon (three horizontal lines) in the bottom right corner of the medication entry box, circled in red. An orange arrow points from this icon towards the 'Postpone cycle' option in the screenshot to the left.

**Enter number of days to postpone cycle by or date for new cycle and reason for postponement. In this case we will postpone by 7 days for “Medical Reasons”**

The 'Postpone cycle' dialog box is shown with the following details:
 

- Days: 7
- Date: 14/09/2019
- Reason: Medical reasons (checked)
- Buttons: OK, Cancel

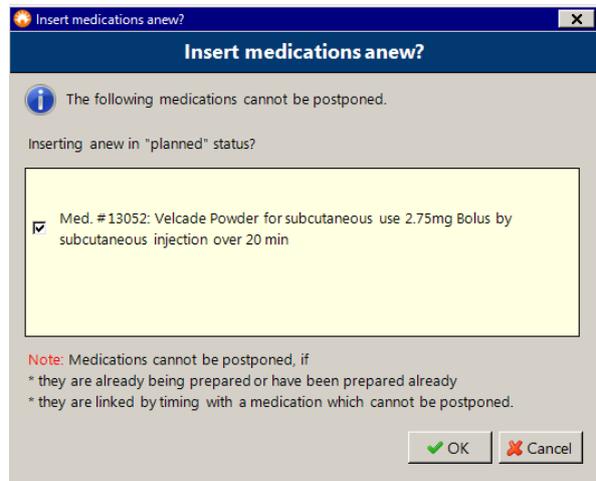
**There are two approaches at this point, each will be dealt with separately**

# OPTION 1

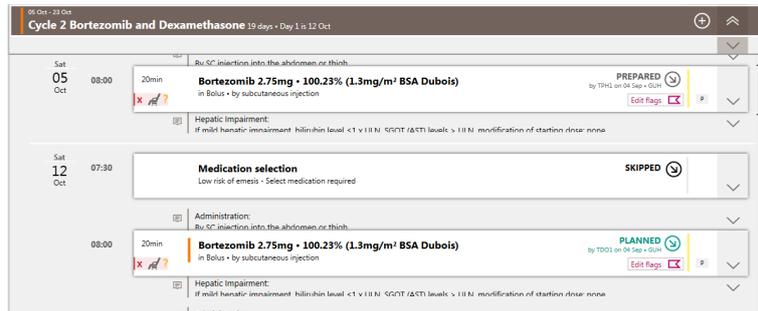


## Option 1 – Enter a new medicine in Planned Status

Because there are prepared medications in the cycle the following window appears. In this option we will reinsert a new copy of the prepared medication in planned status. Ensure the check box is ticked and click OK



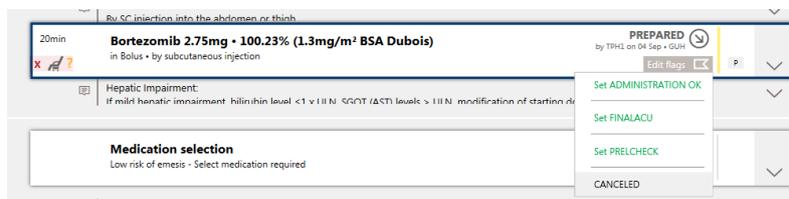
There is now a new Planned Medication on 12<sup>th</sup> October (7 days delayed) with the previously prepared medication on 5<sup>th</sup> October. Note the cycle banner lists a date range of 5 Oct - 23 Oct, as the prepared medication is still within the cycle. Note also that day 1 is the first day of the new planned medication 12 Oct.



The interval remains 21 days as it is taken from Day 1 of Cycle 2 to Day 1 of Cycle 3.



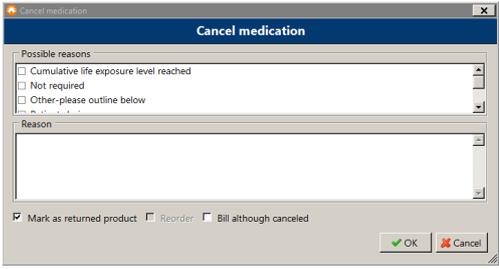
The Medication that is not required may now be cancelled, by clicking Edit flags and clicking cancel.



# OPTION 1

The medication can now be;

- Marked as Returned – the medication will be returned to stock and may be reused
- Reordered – this will reorder a copy of the medication on the same day
- Bill although cancelled – this will cancel the medication and bill the medication for discarding

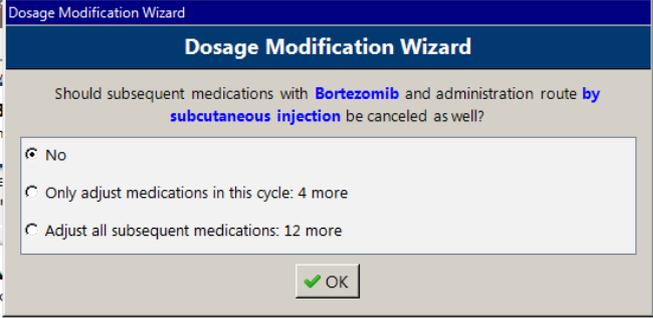


The screenshot shows a 'Cancel medication' dialog box with the following options:

- Possible reasons:**
  - Cumulative life exposure level reached
  - Not required
  - Other-please outline below
- Reason:** (Empty text field)
- Actions:**
  - Mark as returned product
  - Reorder
  - Bill although canceled

Buttons: OK, Cancel

You will now be asked if you wish to cancel further instances of the medication



The screenshot shows a 'Dosage Modification Wizard' dialog box with the following content:

Should subsequent medications with **Bortezomib** and administration route by **subcutaneous injection** be canceled as well?

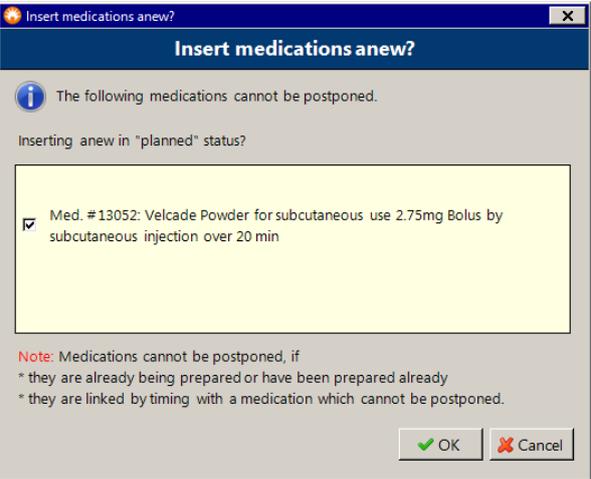
- No
- Only adjust medications in this cycle: 4 more
- Adjust all subsequent medications: 12 more

Button: OK

# OPTION 2

**Option 2**

Because there are prepared medications in the cycle the following window appears. You can choose to skip the medicine by not inserting “new” or reinserting a new medicine in the planned status on the new date by clicking the check box. In this option we will skip the medicine and not reinsert new



The screenshot shows an 'Insert medications anew?' dialog box with the following content:

The following medications cannot be postponed.

Inserting anew in "planned" status?

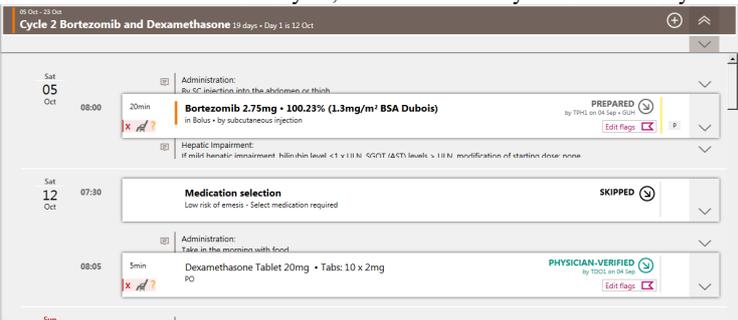
- Med. # 13052: Velcade Powder for subcutaneous use 2.75mg Bolus by subcutaneous injection over 20 min

**Note:** Medications cannot be postponed, if

- \* they are already being prepared or have been prepared already
- \* they are linked by timing with a medication which cannot be postponed.

Buttons: OK, Cancel

There is now no new Planned Medication on 12<sup>th</sup> October (7 days delayed) but the prepared medication remains on 5<sup>th</sup> October. Note the cycle banner lists a date range of 5 Oct - 23 Oct, as the prepared medication is still within the cycle, however notes day 1 as the first day of the new planned cycle.



The screenshot shows a medication cycle view for 'Cycle 2 Bortezomib and Dexamethasone' (19 days, Day 1 to 12 Oct). The cycle banner indicates a date range of 05 Oct - 23 Oct.

Date	Time	Medication	Status
Sat 05 Oct	08:00	Bortezomib 2.75mg + 100.23% (1.3mg/m <sup>2</sup> BSA Dubois) in Bolus + by subcutaneous injection	PREPARED
Sat 12 Oct	07:30	Medication selection	SKIPPED
Sat 12 Oct	08:05	Dexamethasone Tablet 20mg + Tabs: 10 x 2mg PO	PHYSICIAN-VERIFIED

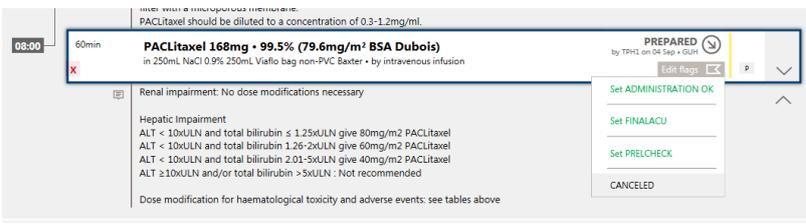
Now click on the prepared medications context menu and select modify

Postpone the medication so it matches with the new cycle

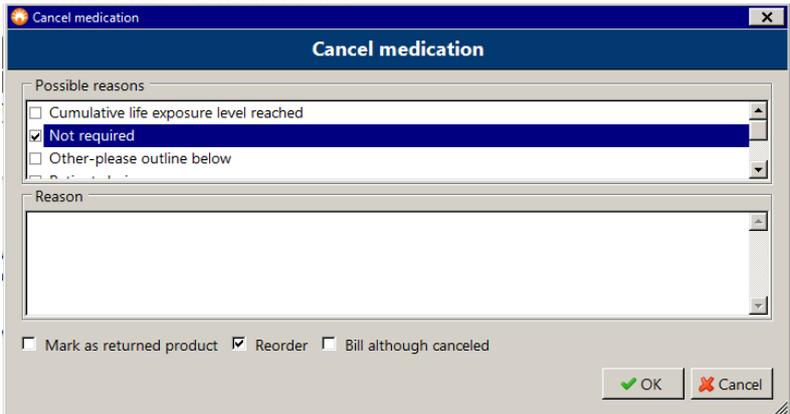
The prepared medication is now on the 12 Oct and the cycle banner has changed to reflect that all medication has now been moved. Note – the prepared medication may still need to be cancelled and reordered as it may have expired by the time it is due.

If the following message appears when postponing a cycle containing prepared or dispensed medication it means there are medications linked by timing to the prepared/dispensed medication (usually premeds or hydrations).

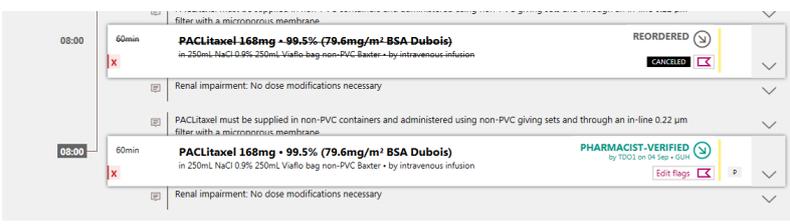
At this point, cancel the prepared medication as described above



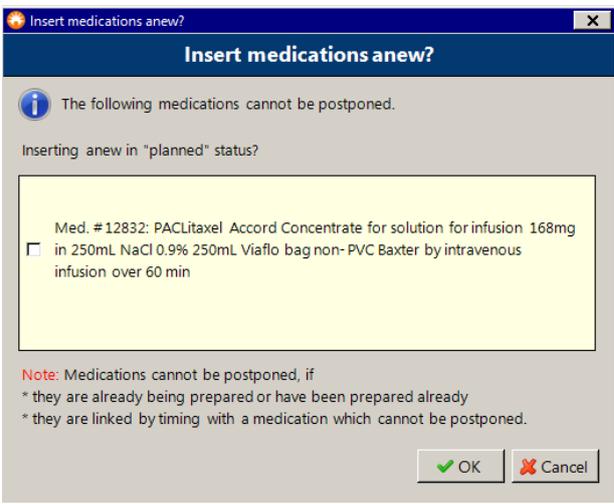
And click to reorder the medication



Now the cancelled medication is no longer linked, but the new reordered medication is, note as this is a copy of the prepared medication it is in the Pharmacist Verified Status.



You can now proceed to postpone the cycle as normal. The below pop-up will still appear however you should not check the box to order anew as you have already done so in the previous step.



## Scenario 5 – Postponing a Cycle that contains a Dispensed Medication

- A patients treatment is to be postponed, however the pharmacy has already dispensed one of the medications
- Postpone the cycle that contains a prepared medication by 7 days

**View Cycle with medicine in dispensed status**

**Select Cycle Context Window and click “Postpone Cycle”**

**To Access the Cycle Context Window**

**Enter number of days to postpone cycle by or date for new cycle and reason for postponement. In this case we will postpone by 7 days for “Medical Reasons”**

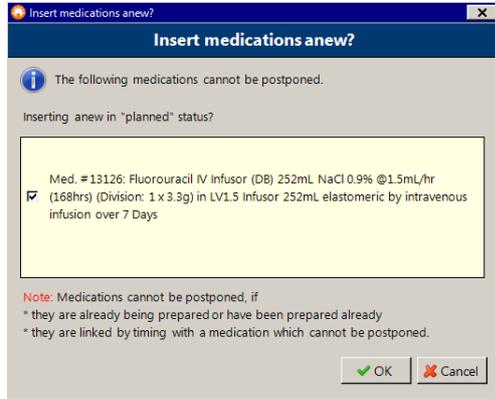
**There are two approaches at this point, each will be dealt with separately**

# OPTION 1

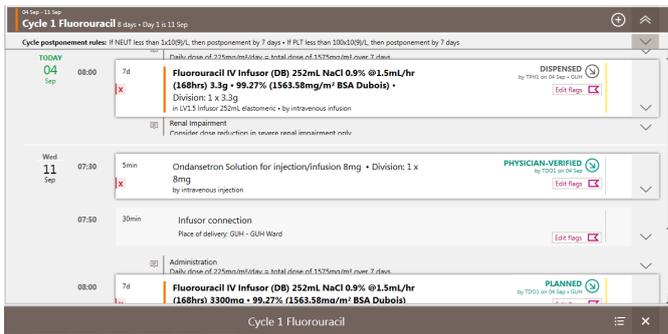


### Option 1

Because there are dispensed medications in the cycle the following window appears. You can choose to skip the medicine by not inserting “anew” or reinserting a new medicine in the planned status on the new date by clicking the check box. In this option we will reinsert the medicine in planned status.



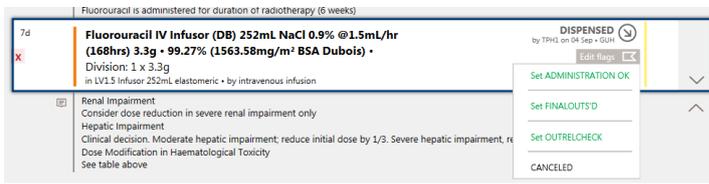
There is now a new Planned Medication on 11<sup>th</sup> September (7 days delayed) with the Dispensed medication on 4<sup>th</sup> September. Note the cycle banner lists a date range of 4 Sep - 11 Sep, as the dispensed medication is still within the cycle, however notes day 1 as the first day of the new planned medication 11 Sep.



The interval remains 7 days as it is taken from Day 1 of Cycle 1 to Day 1 of Cycle 2.



The Medication that is not required may be cancelled, by clicking Edit flags and clicking cancel.

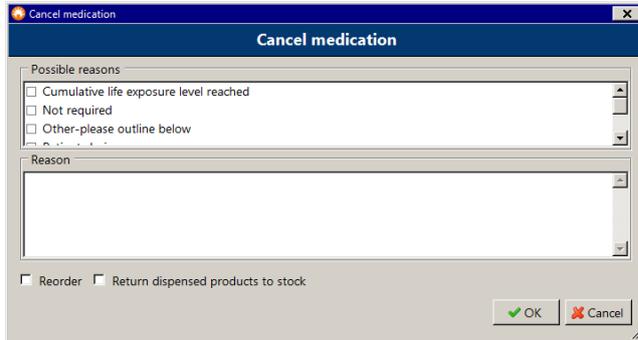


# OPTION 1

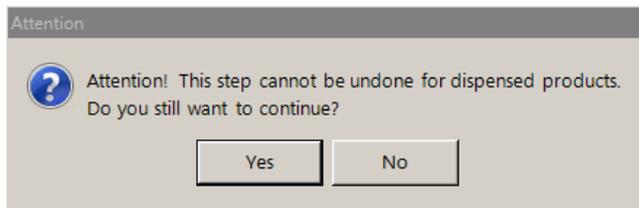


The medication can now be;

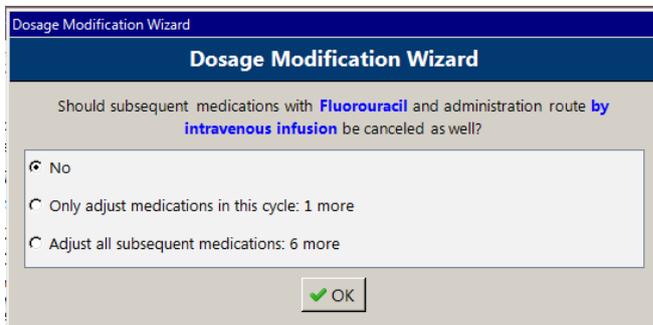
- Reordered – this will reorder a copy of the medication on the same day
- Return dispensed products to stock – this will cancel the medication and return the dispensed product to stock



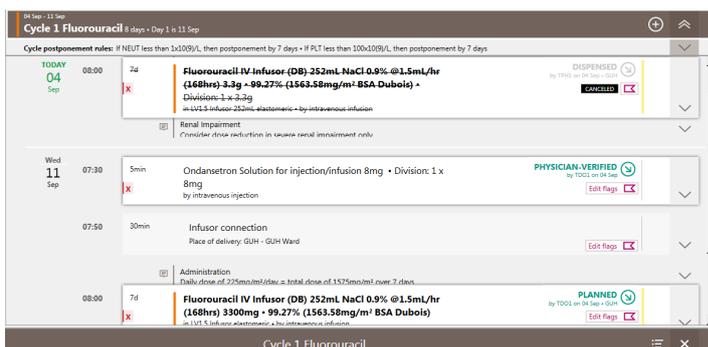
**When returning medications to stock the process cannot be undone, you will receive a warning to this affect**



You will now be asked if you wish to cancel further instances of the medication



The dispensed product is now marked as cancelled, there is a new medication in the planned status on the new date and the medication has been returned to stock.

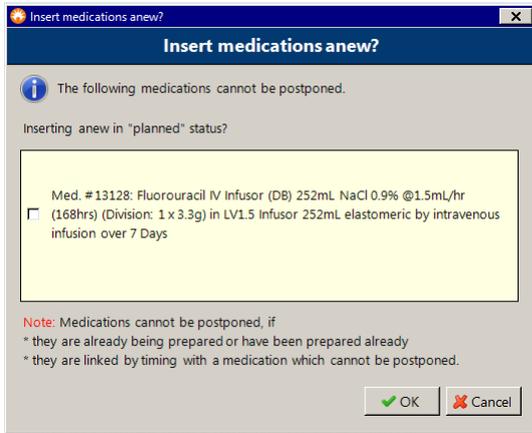


# OPTION 2

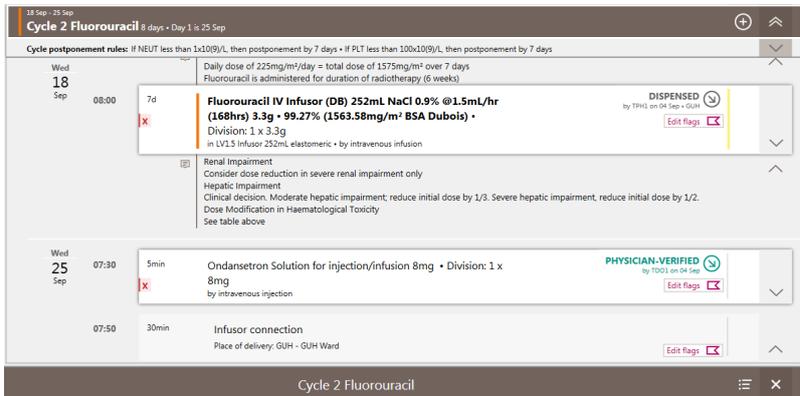


## Option 2

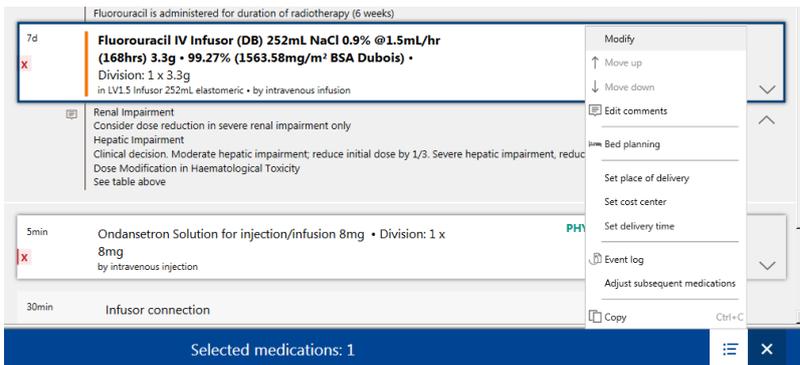
Because there are dispensed medications in the cycle the following window appears. You can choose to skip the medicine by not inserting “anew” or reinserting a new medicine in the planned status on the new date by clicking the check box. In this option we will skip the medicine and not reinsert anew



There is now no new Planned Medication on 25<sup>th</sup> September (7 days delayed) but the prepared medication remains on 18<sup>th</sup> September. Note the cycle banner lists a date range of 18 Sep – 25 Sep, as the prepared medication is still within the cycle, however notes day 1 as the first day of the new planned cycle (25 Sep).

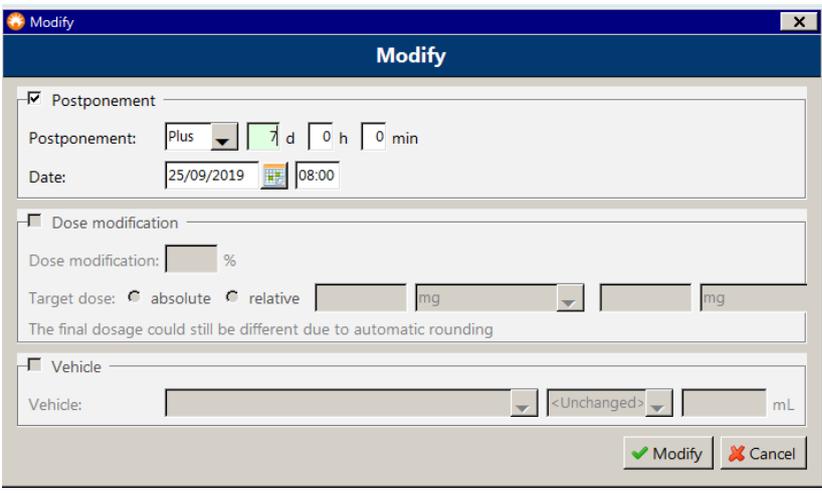


Now click on the dispensed medications context menu and select modify



# OPTION 2

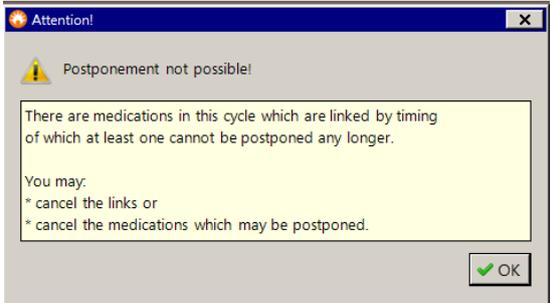
 Postpone the medication so it matches with the new cycle



 The dispensed medication is now on the 25 Sep and the cycle banner has changed to reflect that all medication has now been moved. Note – the prepared medication may still need to be cancelled and reordered as it may have expired by the time it is due



 If the following message appears when postponing a cycle containing prepared or dispensed medication it means there are medications linked by timing to the prepared/dispensed medication (usually premeds or hydrations).




At this point, cancel the dispensed medication as described above

And click to reorder and return the medication to stock if required.

Now the cancelled medication is no longer linked, but the new reordered medication is, note as this is a copy of the dispensed medication it is in the Pharmacist Verified Status.

You can now proceed to postpone the cycle as normal. The below pop-up will still appear however you should not check the box to order anew as you have already done so in the previous step.

## Scenario 5 – Postponing treatment mid-cycle

- This treatment plan Paclitaxel and Carboplatin on days 1,8,15,22, and 29 of a single cycle. Day 1 has already been administered and Day 8 has already been dispensed
- Postpone all treatments from Day 8 onwards by 7 days

The 4<sup>th</sup> of September is Day 1 – it has all been administered.

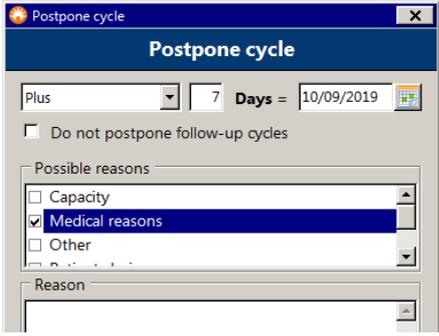
View Day 8 (10 September) we will postpone from this point onwards

Select Cycle Context Window and click “Postpone Cycle”

To Access the Cycle Context Window

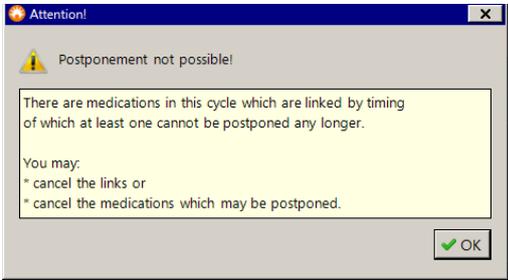


Enter number of days to postpone cycle by or date for new cycle

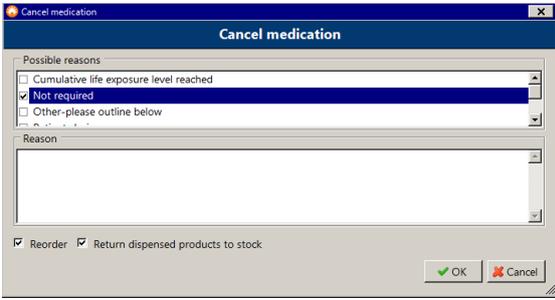


The screenshot shows a 'Postpone cycle' dialog box. At the top, there is a dropdown menu set to 'Plus', a text field containing '7', and the label 'Days =', followed by a date field showing '10/09/2019'. Below this is a checkbox labeled 'Do not postpone follow-up cycles'. Under the heading 'Possible reasons', there are three checkboxes: 'Capacity' (unchecked), 'Medical reasons' (checked), and 'Other' (unchecked). A 'Reason' text area is located at the bottom of the dialog.

Because there are dispensed medicines that are linked the following message appears

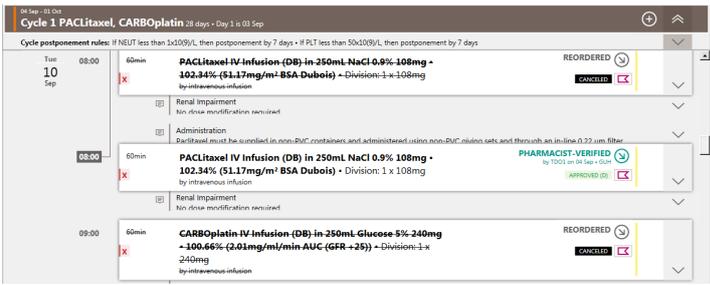


Therefore, we need to cancel and reorder the dispensed medications, this must be done one at a time for dispensed or prepared medications.



The screenshot shows a 'Cancel medication' dialog box. Under 'Possible reasons', 'Not required' is selected. At the bottom, the 'Reorder' and 'Return dispensed products to stock' checkboxes are checked. 'OK' and 'Cancel' buttons are at the bottom right.

The two dispensed medications have now been cancelled and returned to stock, they have also been copied into the therapy plan as pharmacist verified.

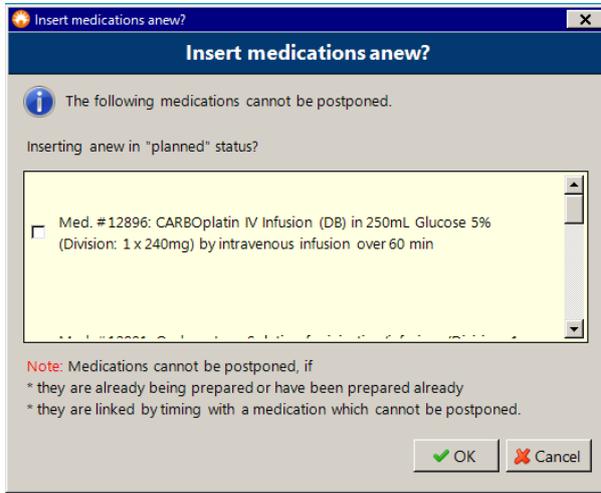


The screenshot shows a therapy plan for 'Cycle 1 PAClitaxel, CARBOplatin'. It lists three medications with their status:
 

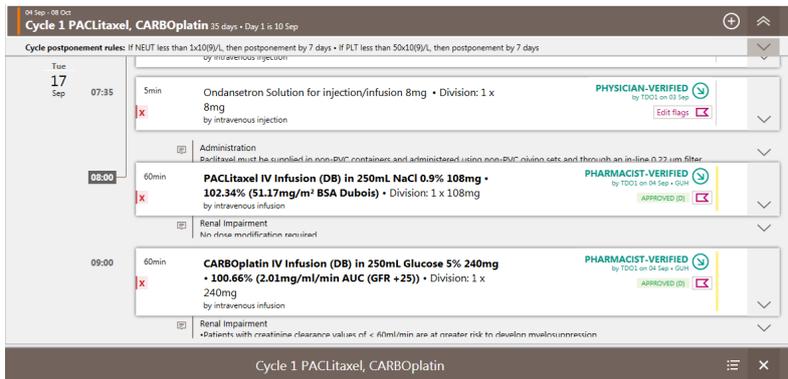
- PAClitaxel-IV infusion (DB) in 250mL NaCl 0.9% 108mg - 102.34% (51.17mg/m<sup>2</sup> BSA Dubois)**: Status is REORDERED and CANCELLED.
- PAClitaxel IV infusion (DB) in 250mL NaCl 0.9% 108mg - 102.34% (51.17mg/m<sup>2</sup> BSA Dubois)**: Status is PHARMACIST-VERIFIED and APPROVED.
- CARBOplatin-IV infusion (DB) in 250mL Glucose 5% 240mg - 100.66% (3.01mg/ml/min AUC (GFR + 25))**: Status is REORDERED and CANCELLED.



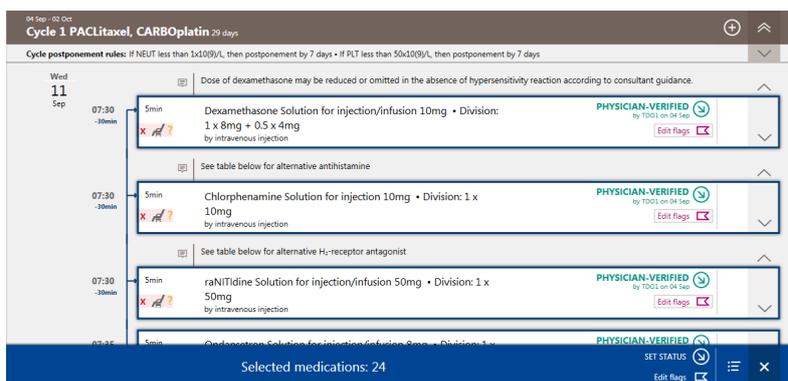
The entire cycle may now be postponed as above. The following pop-up will appear; however, we do not want to order anew as we have already reordered the products in the previous step



Using this process all medications that are not administered or dispensed have been moved forward by 7 days. However the cycle will now count Day 1 as Sep 10. If this is not desirable nomenclature then refer to the next step for an alternative.



The alternative to postponing the entire cycle is to postpone the medicines within the cycle. Select all medicines you wish to postpone, in this case days 8-29. You may use “click and shift” to select multiple medicines at once.



**Within the medicine context window click modify**

The screenshot shows a medication list for 'Cycle 1 PAclitaxel, CARBOplatin 29 days'. The list includes Dexamethasone, Chlorphenamine, and raniTidine. A 'PHYSICIAN-VERIFIED' status is shown for each. A 'Modify' menu is open over the Dexamethasone entry, showing options like 'Define products', 'Bed planning', 'Set place of delivery', 'Set cost center', and 'Set delivery time'. The 'Selected medications: 24' is shown at the bottom.

**Enter the number of days or date you wish to move the selected medicines too**

The 'Modify' dialog box has several sections: 'Postponement' with a 'Postponement' dropdown set to 'Plus', a numeric input for days (7), and a date picker; 'Dose modification' with a percentage input and radio buttons for 'absolute' and 'relative'; and 'Vehicle' with a dropdown menu and a volume input.

**The following message is to advise that the days of medicines in the cycle will change. I.e., day 8 will become day 15 etc.**

The 'Medication Information' dialog box contains a warning message: 'Problems have been detected while saving the medication. Due to the postponement the day of administration of the following medications or comments in the cycle will be changed.' It lists a long list of medication IDs such as 13253, 13254, 13258, etc.

**The cycle has now extended to 36 days with all medicines apart from the administered meds.**

The screenshot shows the medication list for 'Cycle 1 PAclitaxel, CARBOplatin 36 days'. The date is now 'Wed 18 Sep'. The medication list is updated, and the 'Dose of dexamethasone' entry is highlighted. The 'Day in TP: 15 / 36' and 'Day in cycle: 15 / 36' are shown.