National Cancer Control Programme

National Cancer Information System

NCIS GUIDE

Pharmacy Transcription Pathway

1. Background

A number of hospital Pharmacy Departments have existing software systems to support Pharmacy Department compounding and dispensing of drugs. This includes drugs compounded for patients with and without a cancer diagnosis.

NCIS.Med supports Pharmacy Department compounding and dispensing of compounded products. A patient must have a Tumour Case created, Therapy Plan assigned and Pharmacist Verified to allow the product to be prepared (compounded).

Preparation of products for patients without a diagnosis of cancer is facilitated in NCIS by allowing Pharmacy Department staff to create therapy plans based on the paper prescription, i.e. to transcribe the prescription into NCIS.

The NCIS Implementation Board, acting in their agreed role as information governance board, have approved the transcription workflow. This workflow is intended to allow certain pharmacy users to "transcribe" a paper prescription into NCIS to allow preparation within NCIS.Med, while the valid prescription, or order, remains outside of NCIS (e.g. paper requisition or Kardex).

It is important to note that the permissions for Transcription pharmacists necessitate users having the ability to physician verify medications, and it is not necessarily possible to limit this permission to transcription medication only. Users are reminded this document is intended as a guide only for the purposes of supporting the transcription process. Local workflows in conjunction with policies and procedures should be in place to ensure a robust checking process for the transcription process.

An independent Data Privacy Impact Assessment (DPIA) has been undertaken for NCIS, considering also the cohort of patients covered by this workflow. The DPIA noted that these records will form part of the longitudinal record but will only be accessible to users if the patient is registered on that hospitals PAS system.

NOTE: All screenshots in this Quick Guide are from the Training and Test Environments of NCIS. All patients and hospital are fictitious and are not intended to represent the identity, setup and functionality or real patients or facilities.

2. User Setup – Completed by Local Administrator

2.1 NCIS.Med

Transcription users require two user accounts, one for their day-to-day work and another for transcription. User setup is the responsibility of users with Local Administrator permission. See the NCIS Guide for Setting up Users for more detailed information, but below summarises the accounts required:

The user group "NCIS Transcription Pharmacist" must be assigned to the pharmacy staff account which is used for the transcription process. This user group is assigned the Med license to permit the user to physician verify medications.

It is strongly advised to include some text within the user name for the transcription account to indicate that it is used for transcription. An example is shown in figure 1 below.

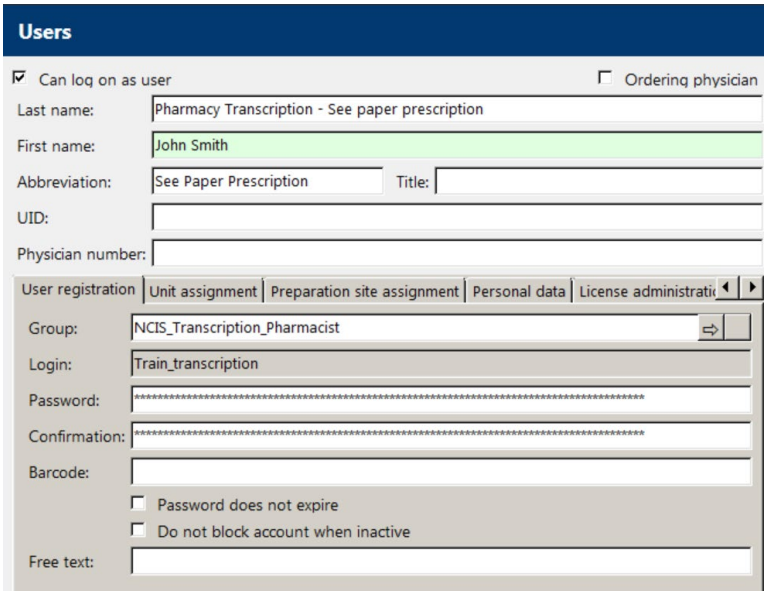

Figure 1: Example transcription user setup.

To preclude the possibility of a transcription user inadvertently commencing a patient on a SACT regimen rather than setting the unit assignment of a user to the entire SPEC and Hospital unit, the user should only be assigned the specific unit SPEC – transcription only. An example is shown in Figure 2 and also described below:

- **SPEC – Transcription Only**: This unit contains the transcription regimen required to plan a therapy, it does not contain any National regimens so the user cannot plan those for a patient.
- **TRN – Training Ward (assign your own hospital here)**: This is the "dummy" unit assignment that is automatically assigned to your patients when a case is created, this allows you to work with the patient in NCIS.Med. It will always be in the form of "Hospital Abbreviation – Hospital Abbreviation Ward", e.g. GUH –

GUH Ward, SJH – SJH Ward, (note the TRAIN - Training Ward unit used here is only available in Training and is given as an example.

- **Places of Delivery and Cost Centres:** It is possible to set up either a generic place of delivery and/or cost centre for transcription users/patients or use only specific ones. Below is an example of generic place of delivery (TRN – Training – Non SACT Infusion Room) and Cost Centre (TRN – Training – Non SACT Consultant)

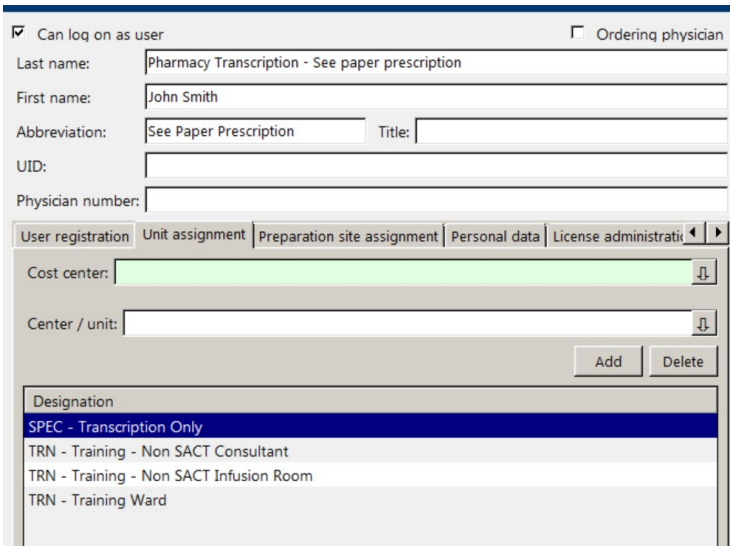

Figure 2: Example unit assignment for a transcription user

2.2 NCIS.Chart

The NCIS.Chart user setup is as normal, using the permissions for Doctor/Documentary.

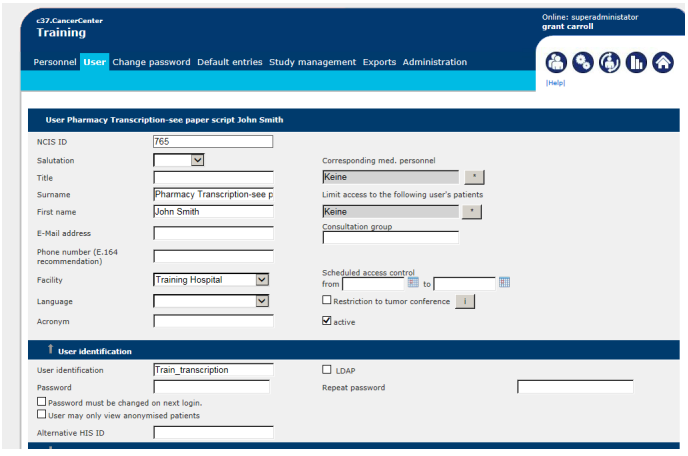

Figure 3: Example NCIS.Chart user setup

3. Creating a Case – Completed by Transcription User

Login with your transcription account and create a case as normal using NCIS.Chart. Click Search/Add and search for the patient as shown below

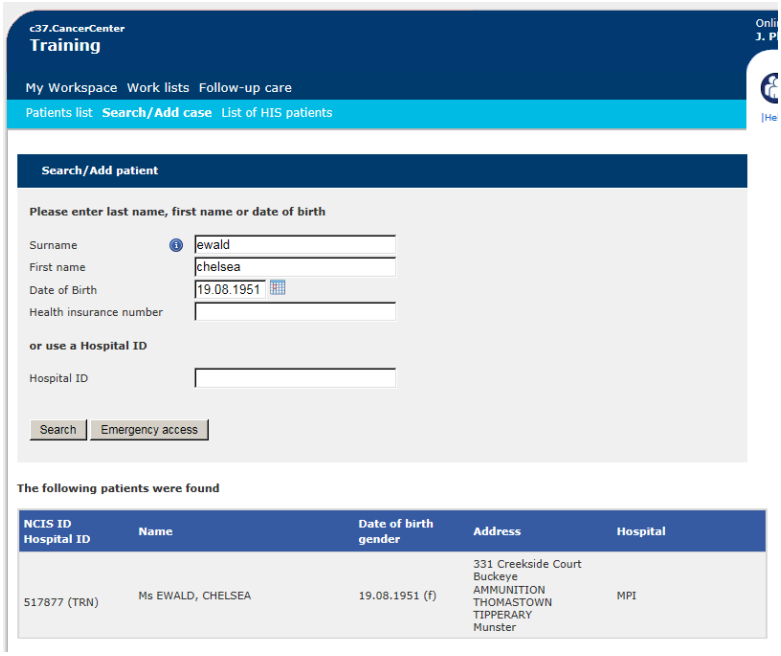

Figure 4: Searching for a patient

Click on the search return and select create new case. It is advisable to enter either a non-cancer diagnosis or the unspecifed diagnosis (R69) as shown below. This will be helpful when running reports and diferentiating transcription cases from SACT/cancer cases.

Click New case

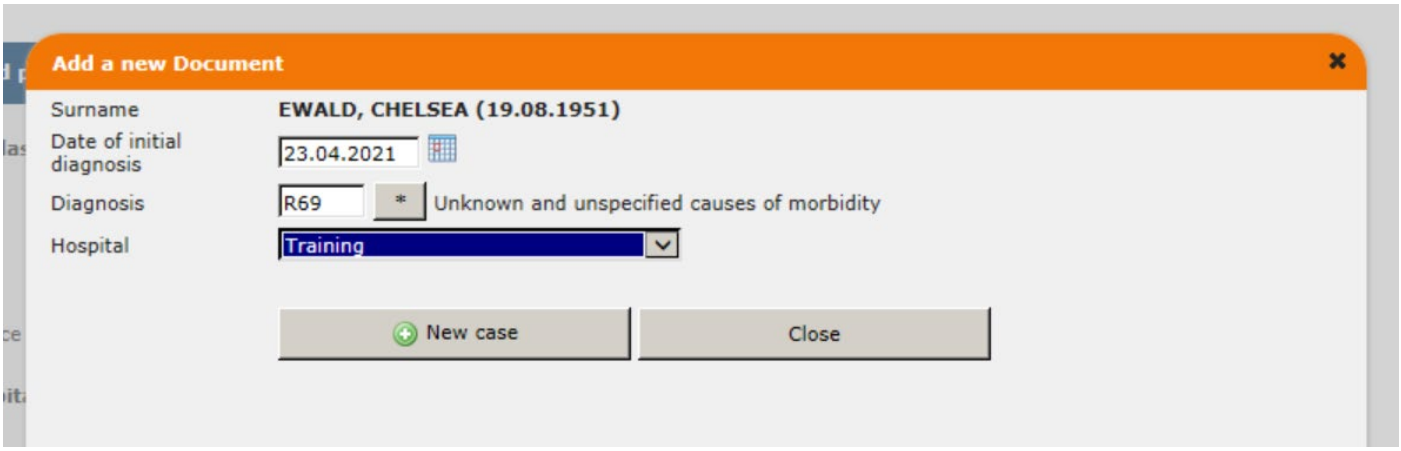

Figure 5: Entering a diagnosis for the new case

Confirm the correct information has been imported from the PAS/MPI and click save to create the case

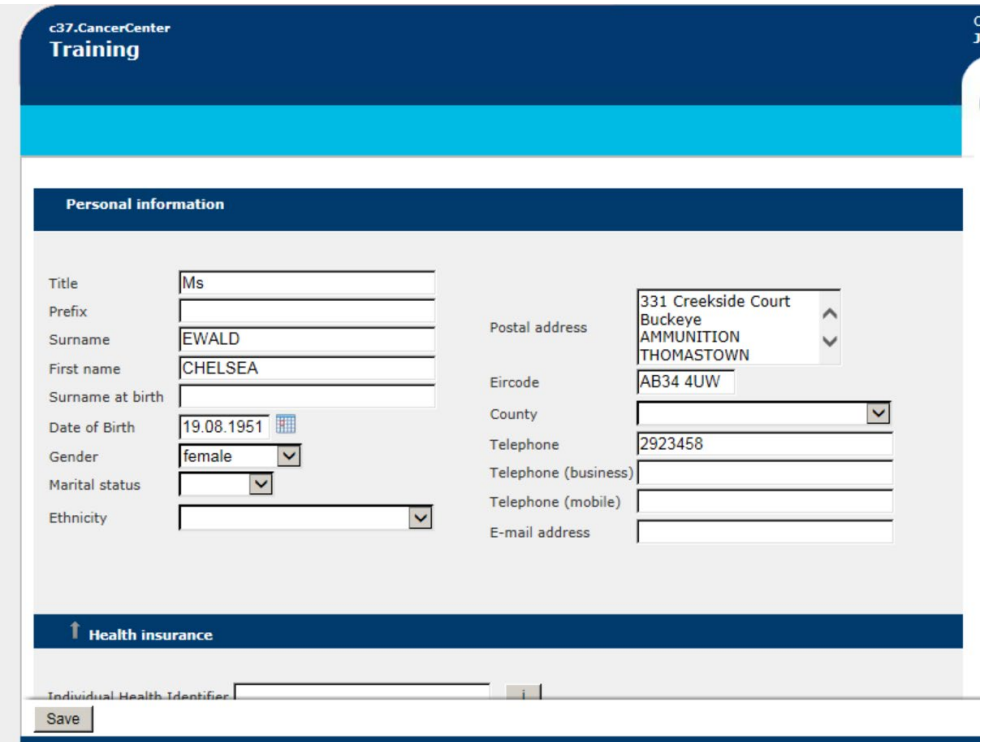

Figure 6: Confirm personal information and click save to create the case

To create a Therapy Form for the patient click on the Therapy Tab and choose “Therapy (NCIS med)” from the Add drop down box.

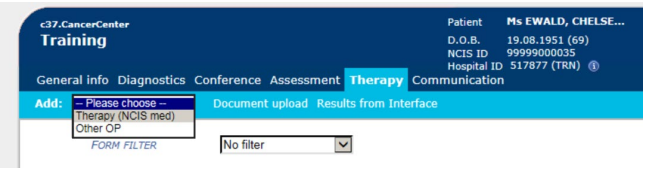

Figure 7: Insert a new Therapy Form

Click the NCIS Med button to transition to NCIS.Med and create the patient’s therapy. When you transition to NCIS.Med it is important to remember to log into your transcription account in Med.

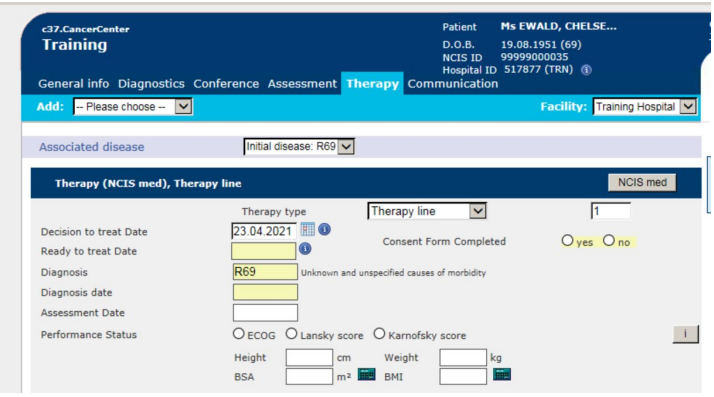

Figure 8: New Therapy Form for transitioning in patient context

4. Create a Therapy Plan

After transitioning the New Therapy Plan window will appear. Choose the "Transcription only. See original Prescription" regimen, choose a start date, and select the place of delivery and cost centre. Only create a single cycle as the medications need to be added.

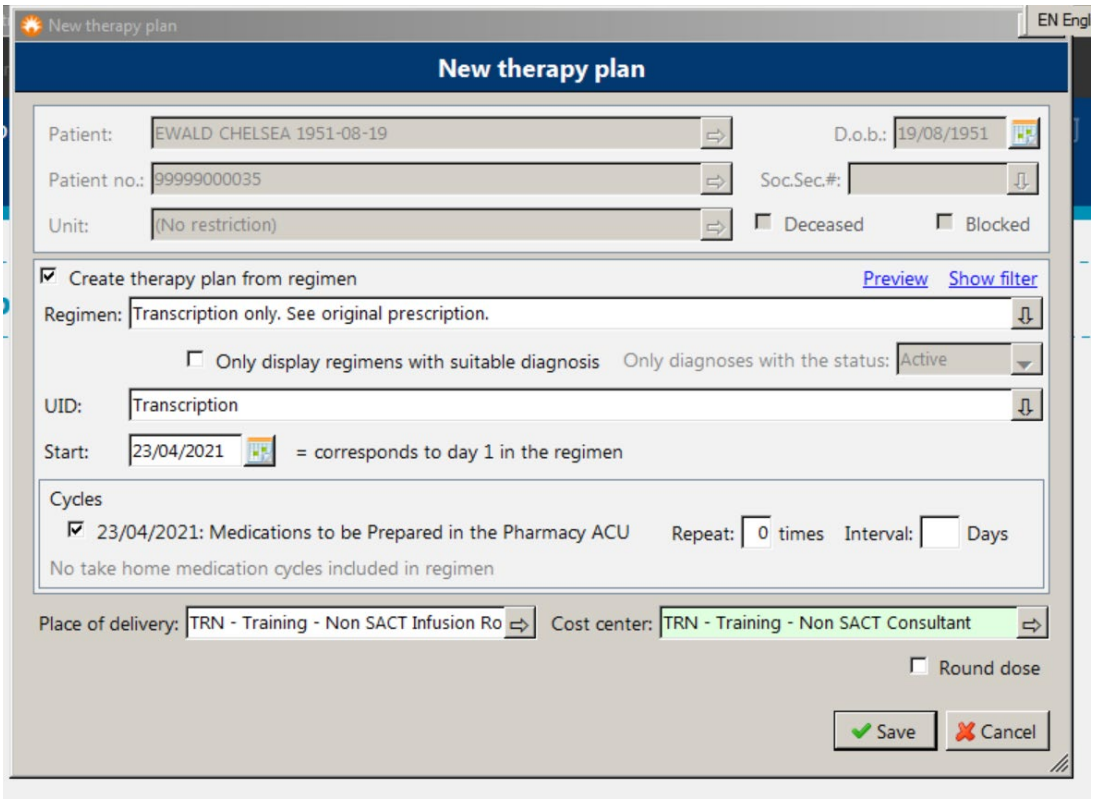

Figure 9: Creating a Transcription Therapy Plan

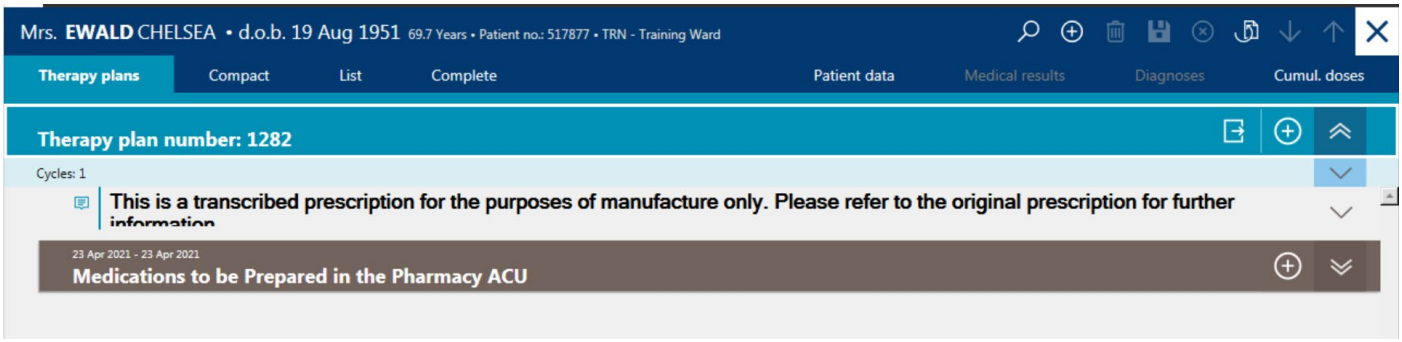

Figure 10: Newly created transcription therapy plan

5. Add Height and Weight (if required)

For medications that require a height and weight these can be added directly in the Medical Results tab of NCIS.Med as shown below

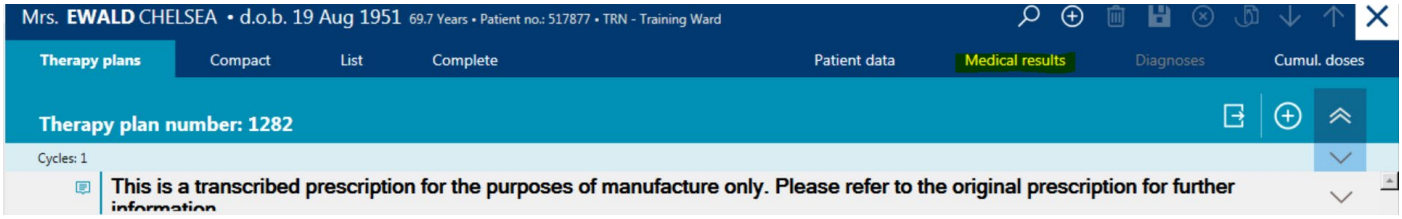

Figure 11: Click Medical results to add a new height and weight

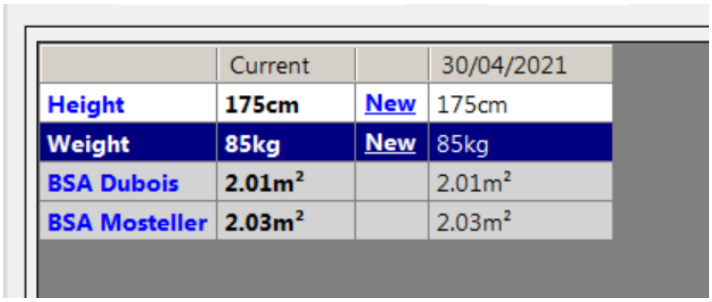

Figure 12: Add weight and/or height as required

6. Adding a Medication

On the cycle banner click the PLUS icon and click “Physician Verified Medication”

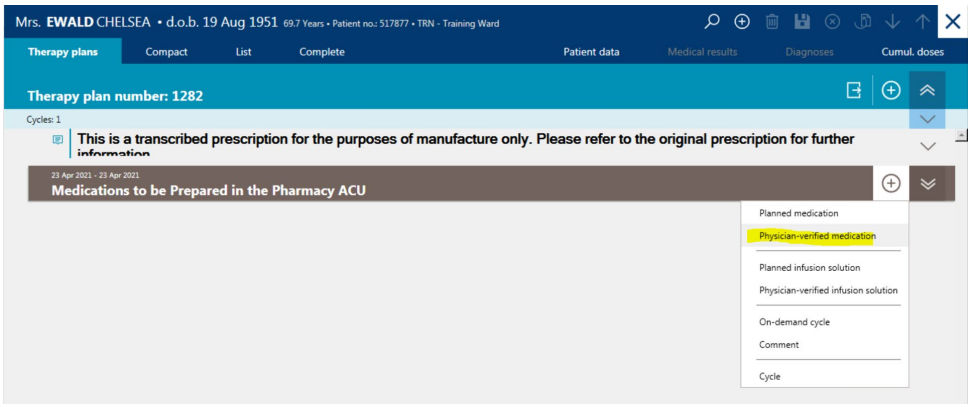

Figure 13: Click on Physician Verified Medication to add a medication

Using the original prescription as a template add the medication details in the “Insert a Medication Verified by a Physician” window.

Enter the following:

- Active Ingredient
- Usual dose
- Reference (if required)
- Form (if required)
- Vehicle and volume (if required)
- Administration Route (a default route will be chosen if only one in drug file)
- Duration
- Date or Day in cycle
- Time of administration

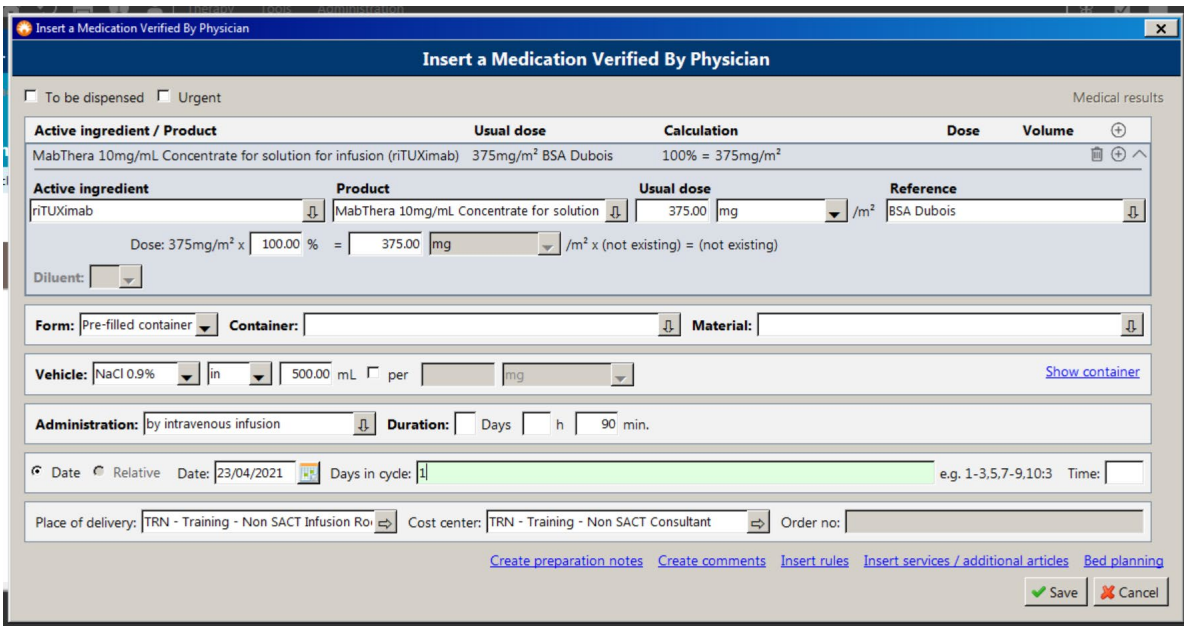

Figure 14: Enter medication details to create a physician verified medication

The new physician verified medication will appear in the therapy plan. It can now be pharmacist verified and prepared using the standard pharmacy workflow

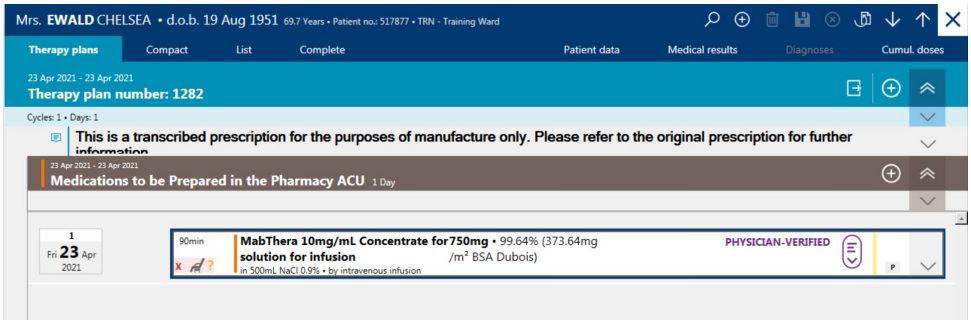

Figure 15: New Physician Verified medication

7. Copy and Paste the cycle

To add additional cycles it is possible to copy and paste the existing cycle. On the cycle context menu click “Copy”

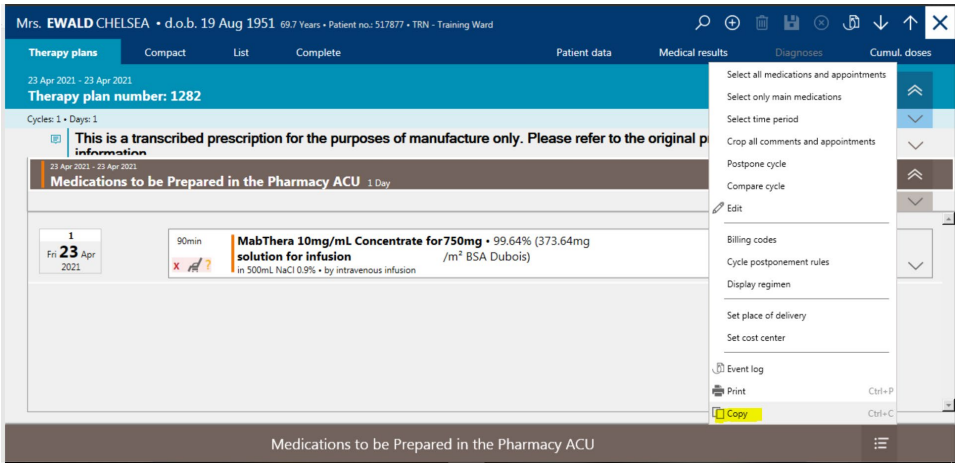

Figure 16: Copying an existing cycle

Click back on the cycle context menu and select paste

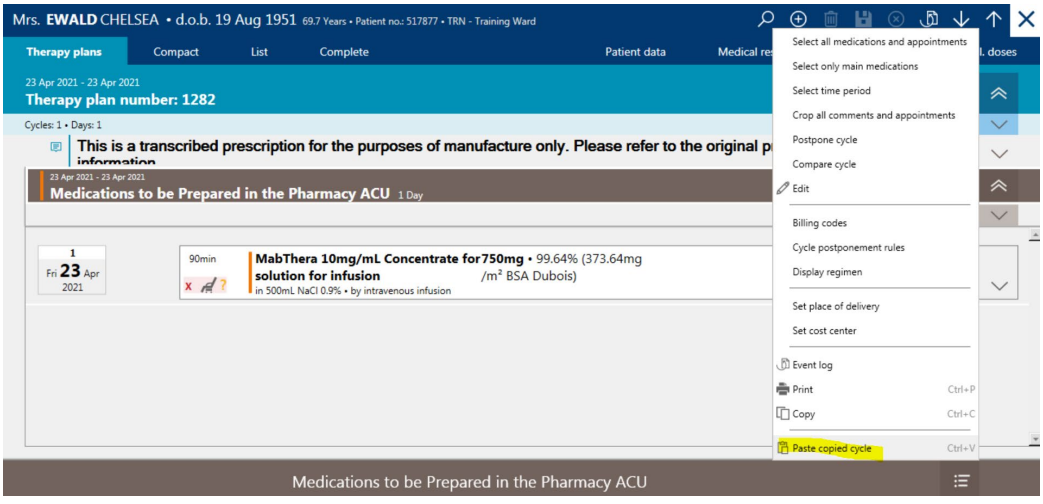

Figure 17: Pasting a copied cycle

Complete the desired interval from the copied cycle or enter the day in the therapy plan

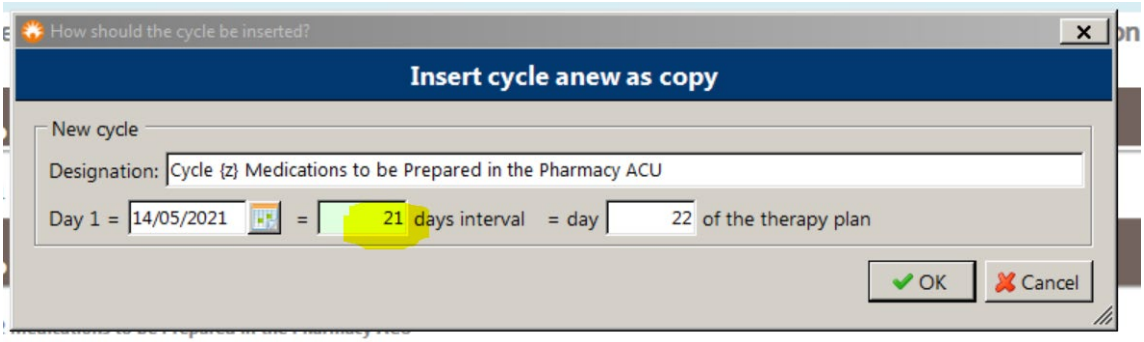

Figure 18: Inserting a new cycle 21 days after the copied cycle

The new cycle will now appear in the therapy plan. Note medications in this cycle will be in the planned status therefore will need to be physician verified by a transcription user prior to preparation.

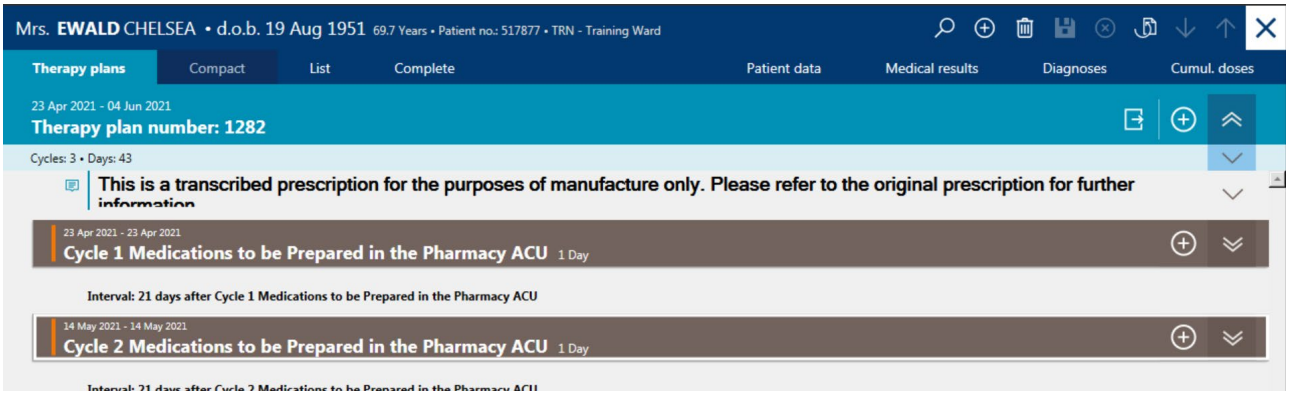

Figure 19: New cycle 2 in Therapy Plan