





# NCIS GUIDE Site Label Configuration

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# 1. Background

NCIS Med has labels imported into the system ready for use at sites. Each preparation site needs to select the label configuration they wish to use; there are also some local settings that can be adjusted. This guide explains how labels can be configured at each hospital.

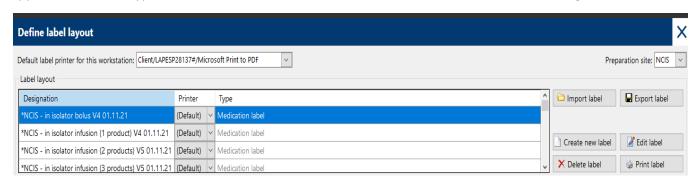
# 2. Define Label Layout

The label settings can be accessed by clicking on the preparation tab in NCIS.Med and clicking 'define label layout'. This setting can only be accessed by users with the role of NCIS\_Pharmacist, NCIS\_Pharmacy Technician.

# 3. Configured Labels

The first section of the screen contains the 'designations' or configured labels. The NCIS medication labels have been configured according to the recommended minimum labelling requirements for pharmacy prepared chemotherapy preparations (appendix 10 of the <a href="NCCP Oncology Medication Safety Review Report">NCCP Oncology Medication Safety Review Report</a>). These labels layouts are configured globally and cannot be edited by the local site.

Appendix 1 lists the types of labels that need to be defined in NCIS. Med and the different configurations available.



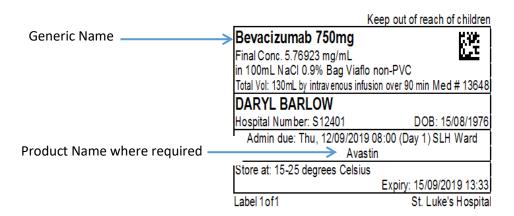
#### 3.1.NCIS Labels

There are two formats of NCIS label available, the main difference between them is whether the Generic Name or Brand Name of the medication is at the top of the label. The two options are:

#### **NCIS INN only label**

This label uses the Generic (active ingredient) name at the top of the label. Where a product name is required, e.g. a monoclonal antibody this is included as a comment on the label.

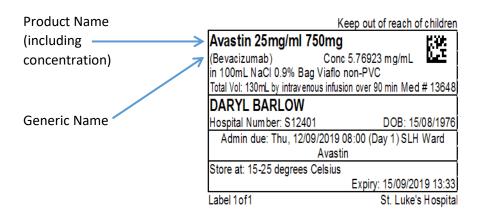
Below is an example of this label for a single medication infusion (label name: NCIS infusion (1 product) INN only V1 05.05.20.



#### NCIS Version 3 label (product name)

This label uses the Brand (product) name at the top of the label. Of note as the Brand (product) Name includes its concentration this is also included on the label.

Below is an example of this label for a single medication infusion (label name: NCIS infusion (1 product) V4 12.05.20.



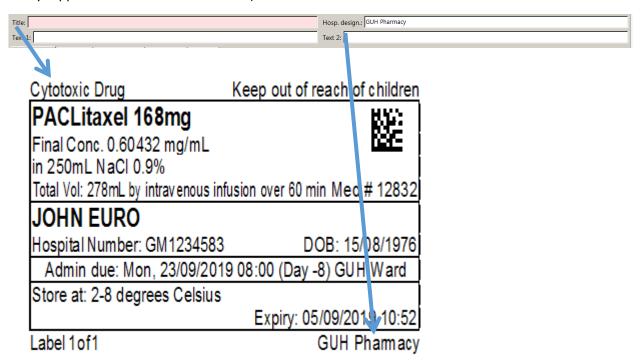
#### **CATO Default Labels**

NCIS.Med also includes several default labels that come with the BD CATO system. Some of these labels are the only option available as there are no NCIS specific labels developed (e.g. Remainder Labels), see appendix 1.

It is possible to use BD CATO labels as the default label for your site, however it should be noted that only NCIS labels have been configured with consideration of the Medication Safety Report recommendations.

# 4. Local Settings

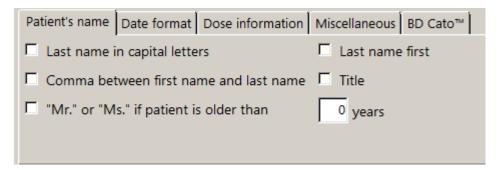
The middle section of the label settings has some options that can be defined locally per preparation site. There are 4 fields displayed. The only one that is currently used in NCIS for the labels is 'hosp. design.' This field contains the name of the preparation site, i.e. the hospital pharmacy dept. This can be filled in to display as the hospital site wishes it to appear on the label. Of note the title field can be completed and will appear in the top left corner of NCIS labels, but only if no other Title has been defined in the drug file (e.g. for Cytotoxic drugs this is defined in the drug file and will always appear in this section of the label).



Next there are 5 separate tabs. If the field mentioned in the tab is used on a label then certain choices can be made e.g. Last name –tick if the last name should appear in capitals. The options that are ticked in the screen shots below are suggested settings to optimise layout of NCIS configured labels however not all local settings in these tabs can be applied to the NCIS defined labels, but will work with CATO default labels. Changes that are made here will only apply to labels for medications prepared or dispensed by the local preparation site.

#### Patient's name

NCIS suggested Settings:



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# Using CATO Default label with all setting ticked:

Cytotoxic Drug - Proteasome Inhibit	or GUH Pharmacy		
Mr. EURO, JOHN	Pat. # GM1234583		
d.o.b. 15/08/1976	Oncology Haematology Day Ward		
Velcade 2.75mg			
Bortezomib	Lot: 651651561		
No vehicle	Vol.: 1.1mL		
Admin.: Sat, 12/10/2019 08:00 (Day -7)			
Administration: by subcutaneous injection over 20 min			
For subcutaneous use only. Fatal if give	n by other routes. Med.# 13052		
15-25 degrees Celsius			
Expiring at: 04/09/2019 18:10	Prep.: 04/09/2019		

# **Date format**

NCIS suggested Settings:

Patient's name Date format Dose info	rmation Miscellaneous BD Cato™
Admin. date with day of week	BD Cato™
▼ Time of day (expiration)	▼ Time of day (admin.)
☐ Time of day (preparation)	✓ Show day of cycle
☐ Preparing person's initials on label	

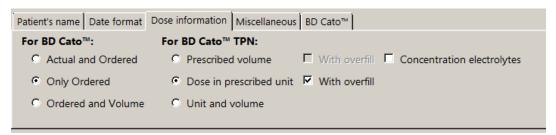
# Adding additionals to Default CATO label:

Cytotoxic Drug	GUH Phamacy		
JOHN EURO	Pat. # GM1234583		
d.o.b. 15/08/1976	GUH Ward		
PACLitaxel Accord 162mg			
PACLitaxel	Lot: 2398471238947		
in 250mL NaCl 0.9%	Vol.: 278mL		
A dmin.: Mon, 23/09/2019 08:00 (Day -8)			
Administration: by intravenous infusion over 60 min			
	M€4.# 12832		
2-8 degrees Celsius	1		
Expiring at: 05/09/2019 10:52 P	rep.: 04/09/2019 10:52 by GrCar / TPH1		

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#### **Dose Information:**

#### NCIS suggested Settings:



#### Actual and Ordered:

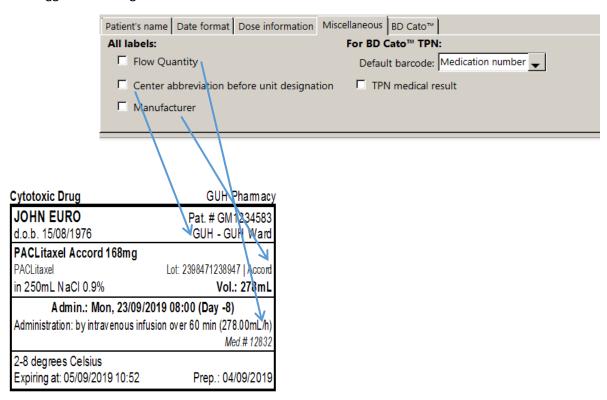
Cytotoxic Drug	GUH Phamacy		
JOHN EURO	Pat. # GM1234583		
d.o.b. 15/08/1976	GUH Ward		
PACLitaxel Accord 168mg (Target: 168mg)			
PACLitaxel	Lot: 2398471238947		
in 250mL NaCl 0.9%	Vol.: 278mL		
A dmin.: Mon, 23/09/2019 08:00 (Day -8)			
Administration: by intravenous	Administration: by intravenous infusion over 60 min		
	Med.# 12832		
2-8 degrees Celsius			
Expiring at: 05/09/2019 10:52	Prep.: 04/09/2019		

#### Ordered and Volume:

Cytotoxic Drug	GUH Pharmacy		
JOHN EURO	Pat. # GM1234583		
d.o.b. 15/08/1976	GUH Ward		
PACLitaxel Accord 168mg (28mL)			
PACLitaxel	Lot: 2398471238947		
in 250mL NaCl 0.9%	Vol.: 278mL		
Admin.: Mon, 23/09/2019 08:00 (Day -8)			
Administration: by intravenous infusion over 60 min			
	Med.# 12832		
2-8 degrees Celsius			
Expiring at: 05/09/2019 10:52	Prep.: 04/09/2019		

#### Miscellaneous

#### NCIS suggested settings:



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# **BD Cato**

# NCIS suggested Settings:

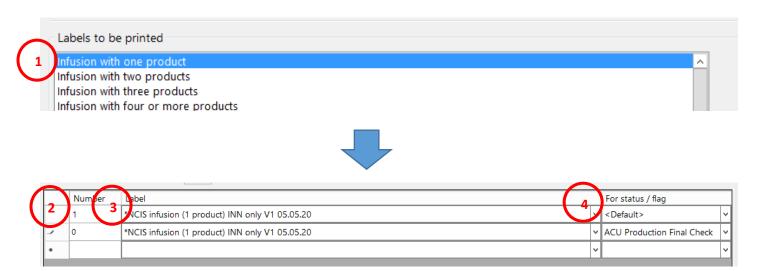
Patient's name Date format	Dose information   Miscellaneous   BD Cato™
Γ Container designation Γ	Print expiration only if it is shorter than 24.0 Hours
✓ Vehicle volume 🖟	Medication number
Lot no. of vehicle	
Administration hint	

Cytotoxic Drug		GUH Pharmacy		
JOHN EURO d.o.b. 15/08/1976		Pat. # GM1234583 GUH Ward		
<b>PACLitaxel Accord</b>	PACLitaxel Accord 68mg			
PACLitaxel	7	Lot: 2398471238947		
in 250mL NaCl 0.9% (32198471	32894172098) Ba	gViaflonon-PVC Vol.: 278mL		
Admin.: Mon, 23/09/2019 08:00 (Day -8)				
Administration: by intravenous infusion over 60 min				
		Med.# 12832		
2-8 degrees Celsius				
Expiring at: 05/09/201	9 10:52	Prep.: 04/09/2019		

# 5. Assigning Labels to be printed

The last section of the screen assigns the labels to be printed. For final product labels it is possible to trigger printing at two points in the workflow

- 1. <Default>: Label will print at the end of preparation or when clicking confirm preparation/dispense<sup>1</sup>
- 2. ACU Production Final Check: When the ACU Production Final Check Flag is set



In the above example where a medication is 1 an infusion with 1 product, 2 1 label will print with the template 3 'NCIS Infusion (1 product) INN only V1 05.05.20' at the time of the 4 default setting (confirmation of preparation for prepared products or confirmation of dispense for dispensed products). It is essential to include the other label trigger "ACU Production Final Check" and indicate how many labels are to be printed, if none are desired type 0.

For all label types together, rules can be set for the printing of additional labels, depending on the light protection required for the medication (this is built into the drug file for each product).

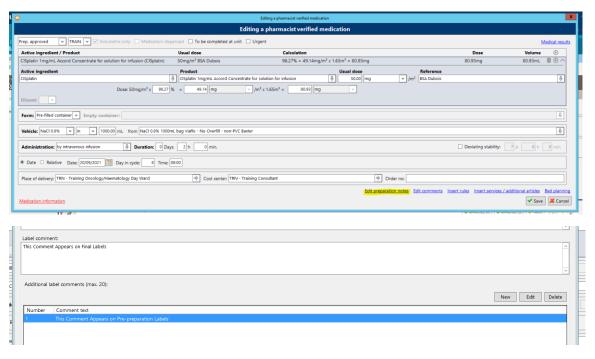
If light protection is required for either the finished preparation or administration, this can be selected at the bottom of the screen:

🗷 Additional label if light protection is required for finished preparation 🗹 Additional label if light protection is required for administration

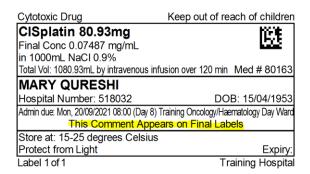
<sup>&</sup>lt;sup>1</sup> The setting "Print labels at end of preparation" must be set to Yes for labels to print labels at the end of a preparation. For Dispensing the setting is "Should labels be printed automatically up[on dispense" it can be "Yes,always", "No,never" or "Upon request"

# 6. Adding Comments/Notes to labels

Comments can be added to in-isolator and final labels using the "edit preparation button" in the long form verification window.

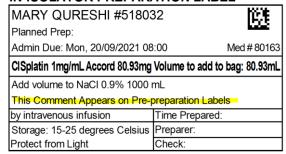


Entering text in the "Label comment" box will include this information on the final label. For example this may be used for clinical trial numbers and text, or additional information for the person administering the medication. For some medications there will also be a comment in the drug file, e.g. for vinca alkaloids "Warning neurotoxic drug. For Intravenous user only". If an additional comment is added both will appear one after the other on the label.



Clicking New and entering an additional label comment will include this information on the in-isolator (prepreparation) label. For example this might be used to inform pharmacy technicians to make an adjustment to bag volume.

# **IN-ISOLATOR PREPARATION LABEL**



# Appendix 1: Label Types to be assigned with configuration options

Label Type	Description	Options	Trigger Points
Infusion with one product	Final label for a Prepared	NCIS infusion (1 product)	Confirm Preparation or
	Infusion with one drug	INN only	end of guided
			preparation ( <default>)</default>
		NCIS infusion (1 product)	
			ACU Production Final
		Cato 1 product	Check
Infusion with two products	Final label for a Prepared	NCIS infusion (2 products)	Confirm Preparation or
	Infusion with two drugs	INN only	end of guided
			preparation ( <default>)</default>
		NCIS infusion (2 products)	
			ACU Production Final
		Cato 2 products	Check
Infusion with three products	Final label for a Prepared	NCIS infusion (3 products)	Confirm Preparation or
	Infusion with three drugs	INN only	end of guided
			preparation ( <default>)</default>
		NCIS infusion (3 products)	
			ACU Production Final
		Cato 3 products	Check
Injection	Final label for a Prepared	NCIS bolus INN only	Confirm Preparation or
	bolus injection		end of guided
		NCIS bolus	preparation ( <default>)</default>
		Cato bolus	ACU Production Final
			Check
Remainder Label	Label to attach to remainders	Cato remnant	Default
	during storage		
Patient Label	Outer bag label	Cato patient	Default
Pre-prep label: injection	In isolator preparation label	NCIS – in isolator bolus	Default
	for a bolus injection		
Pre-prep label: infusion with	In isolator preparation label	NCIS – in isolator infusion (1	Default
one product	for an infusion with one drug	product)	
Pre-prep label: infusion with	In isolator preparation label	NCIS – in isolator infusion (2	Default
two products	for an infusion with two	products)	
	drugs		
Pre-prep label: infusion with	In isolator preparation label	NCIS – in isolator infusion (3	Default
three products	for an infusion with three	products)	
	drugs		
Dispensed Medications	Final label for a dispensed	NCIS dispensed	Confirm Dispense
	product of any type		( <default>)</default>
Blank label	A label with minimal details	Cato blank label	N/A – printed from
	which can be completed by		Define label layout
	hand if required		screen

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# Appendix 2 – Example Labels

# **Infusion with 1 Product**

NCIS infusion (1 product) INN only V1 05.05.20:

Keep out of reach of children

Reep out of reach of children			
Bevacizumab 750mg	機		
Final Conc. 5.76923 mg/mL	<u>0t</u>		
in 100mL NaCl 0.9% Bag Viaflo i			
Total Vol: 130mL by intravenous infusion over 90 min Med # 13648			
DARYL BARLOW			
Hospital Number: S12401	DOB: 15/08/1976		
Admin due: Thu, 12/09/2019 08:00 (Day 1) SLH Ward			
Avastin			
Store at: 15-25 degrees Celsius			
	Expiry: 15/09/2019 13:33		
Labal AafA	C4 Ludeala II acuita		

Label 1 of 1 St. Luke's Hospital

NCIS infusion (1 product) V4 12.05.20

Keep out of reach of children

Avastin 25mg/ml 750mg	談後		
(Bevacizumab) Final (	Conc 5.76923 mg/mL		
in 100mL NaCl 0.9% bag Viaflo - I	ncluding Overfill - non-PVC		
Total Vol: 130mL by intravenous infusion over 90 min Med # 13648			
DARYL BARLOW			
Hospital Number: S12401	DOB: 15/08/1976		
Admin due: Thu, 12/09/2019 (	08:00 (Day 1) SLH Ward		
Avastin			
Store at: 15-25 degrees Celsius			
	Expiry: 15/09/2019 13:33		
Label 1 of 1	St. Luko's Hospital		

Label 1 of 1 St. Luke's Hospital

# Cato 1 product:

St. Luke's Hospital

DARYL BARLOW	Pat. # S12401		
d.o.b. 15/08/1976	SLH Ward		
Avastin 25mg/ml 750mg (30mL)			
Bevacizumab Lot:	23948398341328947		
in 100mL NaCl 0.9% Bag Viaflo non-PVC	Vol.: 130mL		
Admin.: Thu, 12/09/2019 08:00 (Day 1)			
Administration: by intravenous infusion over 90 min			
Avastin	Med.# 13648		
15-25 degrees Celsius			
Expiring at: 15/09/2019 13:33	Prep.: 13/09/2019		

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# **Infusion with 2 Products**

NCIS infusion (2 products) INN only V1 05.05.20:

Cytotoxic Drug Keep out of reach of children DOXOrubicin 17.6mg 0.01666 mg/ml #12 0.00066 mg/ml. vinCRIStine 0.7mg in 1000mL NaCl 0.9% Total Vol: 1056.5mL by intravenous infusion over 24 hMed # 26823 JOHN KILDARE Hospital No: GM1234629 DOB: 15/08/1976 MUH Ward Admin due: 05/05/2020 22:00 (Day 1) Warning neurotoxic drug: For intravenous use only Store at: 2-8 degrees Celsius Protect from Light Expiry: 05/05/2020 17:32 Label 1 of 1 Mayo Hospital

NCIS infusion (2 products) V3 02.12.19:

Keep out of reach of children DÓXOrubicin 2 mg/mL Teva 17.6mg (DOXOrubicin) 0.01666 mg/mL vinCRIStine 1 mg/mL Hospira 0.7mg (vinCRIStine) 0.00066 mg/mL in 1000mL NaCl 0.9% Total Vol: 1056.5 mL by intravenous infusion over 24 hMed # 26823 JOHN KILDARE Hospital No: GM1234629 DOB: 15/08/1976 MUH Ward Admin due: 05/05/2020 22:00 (Day 1) Warning neurotoxic drug: For intravenous use only Store at: 2-8 degrees Celsius Expiry: 05/05/2020 17:32

Protect from Light

Label 1 of 1 Mayo Hospital

# Cato 2 products:

Cytotoxic Drug

Cytotoxic Drug	Mayo Hospita
KILDARE JOHN	Pat. # GM1234629
d.o.b. 15/08/1976	MUH Ward
DOXOrubicin 2 mg/mL Teva 17.6mg (Target: 17.6mg)	
DOXOrubicin	Lot: 1251515   Teva NLD
vinCRIStine 1 mg/mL Hospira 0.7mg (Target: 0.7mg)	
vinCRIStine	Lot: 151351   Pfizer Ireland
in 1000mL NaCl 0.9%	Vol.: 1056.5mL
Admin.: 05/05/2020 22:00 (Day 1) by intravenous infusion over 24 h	
Warning neurotoxic drug: For intravenous	use only Med.# 26823
2-8 degrees Celsius - Light protec	tion!
Expiring at: 05/05/2020 17:32 Prep.:	05/05/2020 17:32 by TPH2 / COL2

Review Date: 10/04/2028

# **Infusion with 3 Products**

NCIS infusion (3 products) INN only V1 05.05.20:

Keep out of reach of children Cytotoxic Drug DOXOrubicin 17.6mg 0.01659 mg/ml > ... Etoposide 88m g 0.08295 mg/mL [ vinCRIStine 0.7mg 0.00066 mg/mL in 1000mL NaCl 0.9% Total Vol: 1060.9mL by intravenous infusion over 24 hMed # 26824 JOHN KILDARE Hospital No: GM1234629 DOB: 15/08/1976 MUH Ward Admin due: 05/05/2020 23:00 (Day 1) Warning neurotoxic drug: For intravenous use only Store at: 2-8 degrees Celsius Protect from Light Expiry: 05/05/2020 17:34 Label 1 of 1 Mayo Hospital

NCIS infusion (3 products) V3 02.12.19:

Cytotoxic Drug Keep out of reach of children DOXOrubicin 2 mg/mL Teva 17.6mg (DOXOrubicin) 0.01659 mg/mL >>>> Etoposide 20 mg/mL Actavis 88mg (Etoposide) 0.08295 mg/mL ... vinCRIStine 1 mg/mL Hospira 0.7mg (vinCRIStine) 0.00066 mg/mL in 1000mL NaCl 0.9% Total Vol: 1060.9 mL by intravenous infusion over 24 hMed # 26824 JOHN KILDARE Hospital No: GM1234629 DOB: 15/08/1976 MUH Ward Admin due: 05/05/2020 23:00 (Day 1) Warning neurotoxic drug: For intravenous use only Store at: 2-8 degrees Celsius Expiry: 05/05/2020 17:34 Protect from Light Label 1 of 1 Mayo Hospital

#### Cato 3 products:

Cytotoxic Drug	Mayo Hospital
KILDARE JOHN	Pat. # GM1234629
d.o.b. 15/08/1976	MUH Ward
DOXOrubicin 2 mg/mL Teva 17.6mg (Target: 17.6mg)	
DOXOrubicin	Lot: 1251515   Teva NLD
Etoposide 20 mg/mL Actavis 88mg (Target: 88mg)	
Etoposide	Lot: 3631636   Actavis
vinCRIStine 1 mg/mL Hospira 0.7mg (Target: 0.7mg)	
vinCRIStine	Lot: 151351   Pfizer Ireland
in 1000mL NaCl 0.9%	Vol.: 1060.9mL
Admin.: 05/05/2020 23:00 (Day 1) by intravenous infusion over 24 h	
2-8 degrees Celsius - Light pro	tection! Med.# 26824
Expiring at: 05/05/2020 17:34	Prep.: 05/05/2020 17:34 by TPH2 / COL2

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# Injection

NCIS bolus INN only V1 05.05.20:

Cytotoxic Drug - Proteasome Inhibitor Keep out of Reach of Children

# Bortezomib 2.75mg Final Conc 2.5 mg/mL Vol: 1.1 mL by subcutaneous injection Med # 13052 JOHN EURO Hospital No:GM1234583 DOB: 15/08/1976 Admin due: Sat, 12/10/2019 08:00 (Day-7)Oncology Haematology Day Ward For subcutaneous use only. Fatal if given by other routes. Store at: 15-25 degrees Celsius Expiry: 04/09/2019 18:10 Label 1 of 1 GUH Pharmacy

NCIS bolus V4 12.05.20:

Cytotoxic Drug - Proteasome InhibitorKeep out of Reach of Children

Velcade 2.	75mg	
(Bortezomib)	Final Conc 2	.5 mg/mL
Vol: 1.1mL	by subcutaneous injection	Med # 13052
JOHN EUF	RO	
Hospital No	:GM1234583	DOB: 15/08/1976
	2/10/2019 08:00 (Day -7)Oncology neous use only. Fatal if give	
Store at: 15-25	degrees Celsius	
	Expiry	r: 04/09/2019 18:10
Label 1 of 1		GUH Pharmacy

Cato bolus:

Cytotoxic Drug - Proteasome Inhibit	or GUH Pharmacy
JOHN EURO	Pat. # GM 1234583
d.o.b. 15/08/1976	Oncology Haematology Day Ward
V elcade 2.75mg	
Bortezomib	Lat: 651651561
BOLUS No vehicle	Vol.: 1.1mL
Admin.: Sat, 12/10/2019 08:00 (Day -7)	
Administration: by subcutaneous injection over 20 min	
For subcutaneous use only. Fatal if given	n by other routes. Med.# 13052
15-25 degrees Celsius	
Expiring at: 04/09/2019 18:10	Prep.: 04/09/2019

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# **Remainder Label**

Cato remnant:



# **Patient Label**

Cato patient:



# **Dispensed Medications**

NCIS dispensed products V5 01.11.21:

Cytotoxic D rug	Keep out of reach of children
PACLitaxel 108mg PAC Litaxel IV In fusion (DB) in 250mL N aCl 0.9%	
Dispensed as: 1 x 108mg by intravenous in fusion over 6	0 min Med #: 12898
JOHN EURO	W IIIII III CU II . 12000
Hospital No:	DOB: 15/08/1976
Admin due: Tue, 10/09/2019 (	08:00 (Day 8) GUH Ward
Storage: As per product label	Lot: 12312412341234
Light Protection: As per product label	Expiry: As per product label
Label number: 1 of 1	St. Luke's Hospital

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# Pre-prep label: injection

NCIS – in isolator bolus V4 01.11.21:

# IN-ISOLATOR PREPARATION LABEL

JOHN EURO# GM1234	583
Planned Prep:	186
Admin Due: Sat, 12/10/2019 0	8:00 Med#40260
Velcade 2.75mg Volum	e to draw up: 1.1mL
In a syringe	
This is a Test note that can be added to the label	
by subcutaneous injection	Time Prepared:
Storage: 15-25 de gre es C elsius	Preparer:
	C heck:

# Pre-prep label: infusion with one product

NCIS – in isolator infusion (1 product) V4 01.11.21:

#### IN-ISOLATOR PREPARATION LABEL

INTOOLA TOTAL INLINE	A HON EADEE
JOHN EURO#GM12345	·83 <b>译</b>
Planned Prep:	- A-
Admin Due: Tue, 01/10/2019 0	8:00 Med#40261
PACLitaxel Accord 168mg Volume to add to bag: 28mL	
Add volume to NaCl 0.9% 250 mL bag Viaflo - Including Overfill - non-PVC	
This is a test note that can be added to the label	
by intravenous infusion	Time Prepared:
Storage: 2-8 degrees Celsius	Preparer:
	Check:

# Pre-prep label: infusion with two products

NCIS - in isolator infusion (2 products) V5 01.11.21

# **IN-ISOLATOR PREPARATION LABEL**

MARY QURESHI #51803 Planned Prep:	32
Admin Due: Fri, 31/07/2020 18:0	0 Med # 24087
,	
DOXOrubicin 2ml/mL Teva 22.73mg	ן Volume to add to bag: 11.36mL
vinCRIStine 1mg/mL Hospira 0.66m	g Volume to add to bag: 0.66mL
Add volume to NaCl 0.9% 1000 i	mL
This is a test note that can be ad	ded to the label
by intravenous infusion Time Prepared:	
Storage: 2-8 degrees Celsius	Preparer:
Protect from Light	Check:

abel Configuration Review Date: 10/04/2028

# Pre-prep label: infusion with three products

NCIS-in isolator infusion (3 products) V5 01.11.21

# IN-ISOLATOR PREPARATION LABEL

MARY QURESHI # 5180	32
Planned Prep:	<u>:=:</u>
Admin Due: Fri, 31/07/2020 18:0	00 Med#108728
Etoposide 20mg/mL Teva 113.67mg Volume to add to bag: 5.68mL	
DOXOrubicin 2ml/mL Teva 22.73mg	Volume to add to bag: 11.36mL
vinCRIStine 1mg/mL Hospira 0.66mg Volume to add to bag: 0.66mL	
Add volume to NaCl 0.9% 1000 mL	
This is a test note that can be added to the label	
by intravenous infusion Time Prepared:	
Storage: 2-8 degrees Celsius	Preparer:
Protect from Light	Check:

# **Blank label**

#### Cato blank label

GUH Pharmacy

Patient:	
Product	
Dose:	Lot:
Administrat	ion:
Stability:	prod. on:
Storage:	O - As per Product L <sub>i</sub> O - 15-25 degrees C
	O - 2-8 degrees Celsi O - F reeze
Light prote	tion required 0 - Yes 0 - No