

NCIS GUIDE

Statutes and Flags

1 Background


Statuses and Flags are configured in NCIS.Med to support steps in the workflow. They are used for medications, infusions and stock batch production/solutions and can be set for medication barcode or patient barcode scan.

Statuses are usually applied automatically when an action is carried out, flags typically need to be manually applied.

There are five standard statuses which are mandatory and each medication must pass through them in order:

- Planned
- Physician Verified
- Pharmacist Verified
- Dispensed or Prepared
- Administered

Additional flags are available to use within the system, most are optional and are designed for communication or logging of user steps. Some are mandatory and are required to move to the next step, for example “ADMINISTRATION OK” must be set before a medication can be set to ADMINISTERED.

Each status  and flag  is denoted by the icons shown with different colours.

Status and Flags are specified using various criteria:


- Who can set the status/flag by user group
- Preconditions for the status/flag, i.e. which flags must be set first and in which order
- Level of authentication required, i.e. user, medication, patient

This guide describes the statuses and flags available in NCIS.Med their characteristics and relationship to the common workflow.

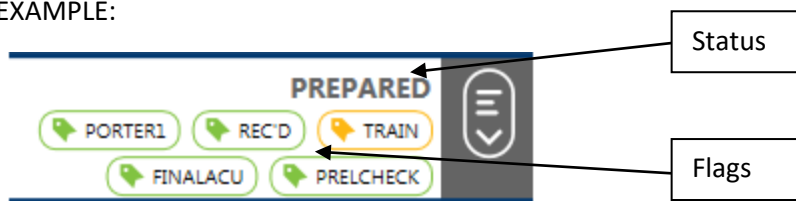
NOTE: All screenshots in this Quick Guide are from the Training and Test Environments of NCIS. All patients and hospital are fictitious and are not intended to represent the identity, setup and functionality of real patients or facilities.

2 How to set a status or flag

To set a status/flag your user group (e.g. physician, pharmacist, nurse) must be authorised to set the status/flag, e.g. NCIS.Physician or NCIS.Nurse Level II can set the Physician Verified status











A status/flag can be set in NCIS Med by clicking this icon . Each user group, depending on their permissions, will have access to different status/flags as they progress through the steps in the workflow. Statuses must be set in the order described above and only one status can be assigned to a medicine or lot at one time. However *several flags* can be set simultaneously and several may be required before the criteria to *set a status* is reached.


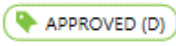
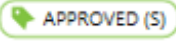
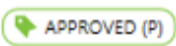
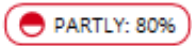

EXAMPLE:






















Questionnaires can be assigned to a status/flag. This process is currently in use within the pharmacy ACU workflow. The ACU production release check questionnaire has to be answered to set the flag PRELCHECK as in the example shown above. This is an additional flag that can be added to aid workflow processes.

Appendix 1 – Standard and Additional Statuses and Flags available in NCIS.Med






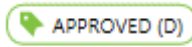



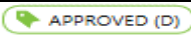


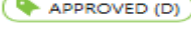







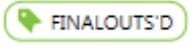





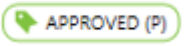



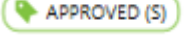


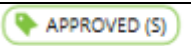



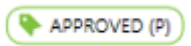



Standard Statuses in NCIS	Description
PLANNED 	Medication has been planned, similar to treatment planning
PHYSICIAN-VERIFIED 	Medication has been Physician Verified, similar to signing/initialling of a medication on a medication order
PHARMACIST-VERIFIED 	Medication has been Pharmacist Verified. Pharmacist can check medication, choose Product and round dose if required
IN SETUP (P) 	Medication is in the process of preparation and is having lots (batch numbers) assigned. Similar to tray set up.
SET UP COMPLETE (P) 	Medication has had lots (batch numbers) assigned and is ready for preparation. Similar to a completed tray awaiting final preparation.
PREPARED 	Medication has been Prepared
IN SETUP (D) 	Medication is in the process of dispensing and is having lots (batch numbers) assigned. Similar to tray set up for an outsourced product.
SET UP COMPLETE (D) 	Medication has had lots assigned and is ready for preparation. Similar to a completed outsourced product awaiting final dispensing.
DISPENSED 	Medication is dispensed
ADM. 	Medication has been administered




































Standard Flags in NCIS	Description
 Set ADMINISTRATION OK	Medication is OK for Administration. This flag is similar to assigning a final “go-ahead” or “off hold”. This flag must be set before the Administered status can be set on a medication
 APPROVED (D)	Dispense Approved. Set automatically for dispensed products (usually donated by DB in their name) when Pharmacist Verified status is set. These medications move into the setup dispense module.
 APPROVED (S)	Set up Approved. Set automatically when Pharmacist Verified status is set. This allows a medication to move into In Setup and Setup Complete statuses but it cannot be prepared. It is recommended not to remove this status as the medication will no longer be associated with a prep site
 APPROVED (P)	Preparation Approved. Set automatically when Pharmacist Verified status is set. This allows a medication to move from Setup Complete status to Prepared. It is possible to only Setup Approve a medication during pharmacist verification. This may be useful when awaiting a preparation go-ahead from the ward, e.g. for high cost drugs.
 PARTLY: 80%	Partial Administration flag. Set when a medication is only partly administered. A reason code to explain partial administration is also required, e.g. extravasation.
 Set URGENT	Marks a medication as urgent. The urgent flag is also visible in the Pharmacy preparation modules.

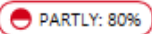


















 Set X	Blocked Medication. The blocked flag prevents any further changes to the medication, it can be removed if necessary.
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Additional Status/flags that can be added in NCIS depending on workflow	Description
 Set S&W	Spray and Wipe. Can be set to indicate a medication has been sprayed and wiped prior to preparation
 Set FINALACU	Final ACU Check. Intended for use as the check completed in an ACU after a medication has been prepared but before the final release. Used for prepared products.
 Set PRELCHECK	Preparation Release Check. Intended for use as the final release check for medications that have been prepared
 Set OUTS'D	Outsourced. Can be set to indicate a medication is for outsourcing
 Set FINALOUTS'D	Final Outsourced Check. Intended for use as the check completed in pharmacy after an outsourced medication has been labelled but before the final release.
 Set OUTRELCHECK	Outsourced Release Check. Intended for use as the final release check for medications that have been outsourced
 Set PORTER1	Porter Delivery 1. Can be set to indicate a medication is in the 1 st Porter delivery
 Set PORTER2	Porter Delivery 2. Can be set to indicate a medication is in the 2 nd Porter delivery
 Set PORTER3	Porter Delivery 3. Can be set to indicate a medication is in the 3 rd Porter delivery
 Set REC'D	Received at Ward. Can be used to indicate a medication has been received from the pharmacy
 Set TBC	To be Confirmed. Can be set on a medication to indicate that it needs to be confirmed by pharmacy
 Set FOR PHYSICIAN REVIEW	For Physician Review. Can be set on a medication to indicate it needs to be reviewed by a prescriber
 CONS.CO-SIGN RQD	Consultant co-sign required. Can be set on a medication to indicate it needs to be co-signed by a Consultant
 CONSULTANT VERIFIED	Consultant verified. Can be set on a medication to indicate that the consultant has verified the medication
 Set SELF ADM	Self Administered. Can be set when a medication has been self administered
 Set EXTERNAL ADM	External Administration. Can be set to show that a medication has been administered off site eg by an external professional in another location
 Set STOCK ORDERED	Stock Ordered. Can be set on a medication within the pharmacy workflow to show that a medication is to be or has been ordered.
 Set PHARM2NDCHECK	Pharmacist 2nd check. Can be set on a medication to show that a medication has been checked by a different user than person who set status Pharmacist verified














Appendix 2 – Statuses and Flags – Uses and Users

Status/FLAG	User group that can set	Pre-requisite Statuses	Pre-requisite Flags	Standard or Additional
PLANNED 	NCIS_Physician, NCIS_Physician_Level 1, PAED NCHD NCIS_Transcription_Pharmacist	None	None	Standard Status
PHYSICIAN-VERIFIED 	NCIS_Physician, NCIS_Physician_Level 1, PAED NCHD NCIS_Transcription_Pharmacist	PLANNED 	None	Standard Status
PHARMACIST-VERIFIED 	NCIS_Pharmacist, PAED Pharmacist	PHYSICIAN-VERIFIED 	None	Standard Status
APPROVED (D) 	NCIS_Pharmacist, PAED Pharmacist	PHARMACIST-VERIFIED 	None	Standard Flag
IN SETUP (D) 	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	PHARMACIST-VERIFIED 	APPROVED (D) 	Standard Status
SET UP COMPLETE (D) 	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	IN SETUP (D) 	APPROVED (D) 	Standard Status
DISPENSED 	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	PHARMACIST-VERIFIED  IN SETUP (D)  SET UP COMPLETE (D) 	APPROVED (D) 	Standard Status (Note for dispensed products - it is possible to set this status directly for physician verified products)
 Set OUTRELCHECK *Questionnaire	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	DISPENSED 	None	Additional Flag
FINALOUTS'D 	NCIS_Pharmacist, PAED Pharmacist	DISPENSED 	None	Additional Flag
 Set OUTS'D	NCIS_Pharmacist, PAED Pharmacist	PLANNED 	None	Additional Flag
APPROVED (S) 	NCIS_Pharmacist, PAED Pharmacist	PHARMACIST-VERIFIED 	None	Standard Flag
APPROVED (P) 	NCIS_Pharmacist, PAED Pharmacist	PHARMACIST-VERIFIED 	None	Standard flag
IN SETUP (P) 	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	PHARMACIST-VERIFIED 	APPROVED (S) 	Standard Status
SET UP COMPLETE (P) 	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	IN SETUP (P) 	APPROVED (S) 	Standard Status
 Set S&W	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	IN SETUP (P)  SET UP COMPLETE (P) 	APPROVED (P) 	Additional Flag
PREPARED 	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	IN SETUP (P)  SET UP COMPLETE (P) 	None	Standard Status

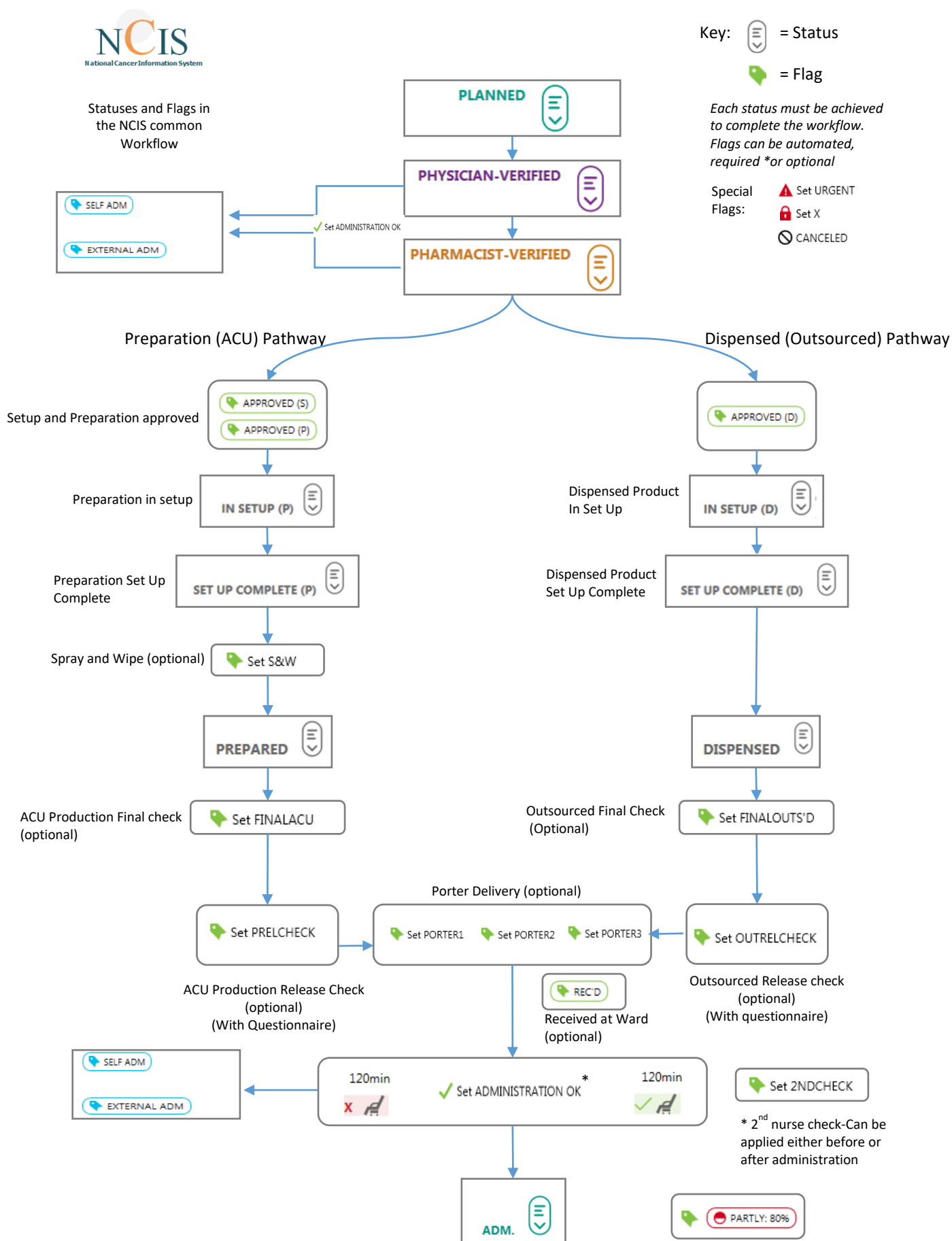
Status/FLAG	User group that can set	Pre-requisite Statuses	Pre-requisite Flags	Standard or Additional
 Set PRELCHECK *Questionnaire	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	PREPARED 	None	Additional Flag
 Set FINALACU	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	PREPARED 	None	Additional Flag
 Set PORTER1  Set PORTER2  Set PORTER3	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	PREPARED  DISPENSED 	 OUTRELCHECK  FINALACU  FINALOUTS'D	Additional Flag
 Set REC'D	NCIS_Pharmacist, NCIS_Nurse_level I and II, PAED Pharmacist, PAED Nurse level I and II NCIS_Pharmacy_Technician	PREPARED  DISPENSED 	 FINALACU  FINALOUTS'D	Additional Flag
ADM. 	NCIS_Physician, NCIS_Physician_Level 1, NCIS_Nurse_level I and II, PAED NCHD, PAED Nurse level I and II NCIS_Transcription_Pharmacist	PREPARED  DISPENSED 	 Set ADMINISTRATION OK	Standard Status
 Set SELF ADM	NCIS_Physician, NCIS_Physician_Level 1, NCIS_Nurse_level I and II, PAED NCHD, PAED Nurse level I and II	PHYSICIAN-VERIFIED  OR PHARMACIST-VERIFIED  OR PREPARED  OR DISPENSED  OR ADM. 	 Set ADMINISTRATION OK	Additional Flag
 Set ADMINISTRATION OK	NCIS_Physician, NCIS_Physician_Level 1, NCIS_Nurse_level I and II, PAED NCHD, PAED Nurse level I and II NCIS_Transcription_Pharmacist	PHYSICIAN-VERIFIED  OR PHARMACIST-VERIFIED  OR PREPARED  OR DISPENSED 	None	Standard Flag
 Set 2NDCHECK	NCIS_Physician, NCIS_Physician_Level 1, NCIS_Nurse_level I and II, PAED NCHD, PAED Nurse level I and II	ADM.  OR PREPARED  OR DISPENSED 		Additional Flag

Status/FLAG	User group that can set	Pre-requisite Statuses	Pre-requisite Flags	Standard or Additional
 PARTLY: 80%	NCIS_Physician, NCIS_Physician_Level 1, NCIS_Nurse level I and II, PAED NCHD, PAED Nurse level I and II	ADM. 	None	Standard Flag
 Set URGENT	NCIS_Physician, NCIS_Physician_Level 1, NCIS_Nurse level I and II, Pharmacist, PAED NCHD, PAED Nurse level I and II, PAED Pharmacist	Can be applied with any status	None	Special Flag
 Set TBC	NCIS_Pharmacist, NCIS_Pharmacy_Technician, PAED Pharmacist	PLANNED  OR PHYSICIAN-VERIFIED  OR PHARMACIST-VERIFIED  OR IN SETUP (P)  OR SET UP COMPLETE (P)  OR IN SETUP (D)  OR SET UP COMPLETE (D) 	None	Additional Flag
 Set FOR PHYSICIAN REVIEW	NCIS_Physician, NCIS_Pharmacist, NCIS_Nurse level I and II, PAED NCHD, PAED Pharmacist, PAED Nurse level I and II	PLANNED  OR PHYSICIAN-VERIFIED  OR PHARMACIST-VERIFIED  OR PREPARED  OR DISPENSED  OR IN SETUP (P)  OR SET UP COMPLETE (P)  OR	None	Additional Flag

Status/FLAG	User group that can set	Pre-requisite Statuses	Pre-requisite Flags	Standard or Additional
		IN SETUP (D)  OR SET UP COMPLETE (D) 		
 CONS.CO-SIGN RQD	NCIS_Physician, NCIS_Pharmacist,NCIS Nurse level II, PAED NCHD, PAED Pharmacist, PAED Nurse level II	PLANNED  OR PHYSICIAN-VERIFIED  OR PHARMACIST-VERIFIED  OR PREPARED  OR DISPENSED  OR ADM. 	None	Additional Flag
 CONSULTANT VERIFIED	NCIS_Physician_Level 1	PLANNED  OR PHYSICIAN-VERIFIED  OR PHARMACIST-VERIFIED  OR PREPARED  OR DISPENSED  OR ADM.  OR SET UP COMPLETE (P)  OR IN SETUP (P)  OR		Additional Flag

Status/FLAG	User group that can set	Pre-requisite Statuses	Pre-requisite Flags	Standard or Additional
		IN SETUP (D)  OR SET UP COMPLETE (D) 		
 Set EXTERNAL ADM	NCIS_Physician, NCIS_Physician_Level 1, NCIS Nurse level I and II, PAED NCHD, PAED Nurse level I and II	PHYSICIAN-VERIFIED  OR PHARMACIST-VERIFIED  OR PREPARED  OR DISPENSED  OR ADM. 	✓ Set ADMINISTRATION OK	Additional Flag
 Set X	NCIS_Pharmacist, PAED Pharmacist, NCIS_Physician, NCIS_Physician_Level 1, NCIS_Nurse level I and II, PAED NCHD, PAED Nurse level I and II	Can be applied with any status	None	Special Flag
 Set STOCK ORDERED	NCIS_Pharmacist, PAED Pharmacist, NCIS_Pharmacy_Technician	PLANNED  OR PHYSICIAN-VERIFIED  OR PHARMACIST-VERIFIED 	None	Additional Flag

Appendix 3 – Workflow in NCIS – Statuses and Flags – all users



Appendix 4 – Workflow in NCIS – Statuses and Flags – all users

