NCIS QUICK GUIDE

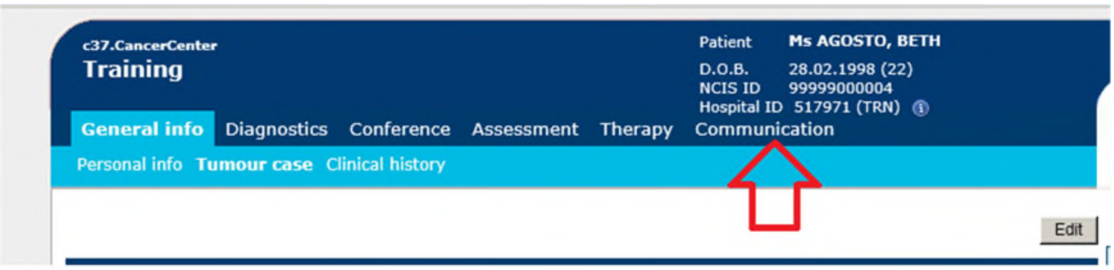
Generation of consent forms

1 Background

There is a Consent Form available on the NCIS system for use by clinicians when discussing SACT treatment with their patients. The Header of the Consent Form has a standard banner format, which is customised to display the logo of the facility that the user is logged into. The consent form has been set up to auto populate with data recorded in the NCIS system and is generated as a PDF. This can be printed, signed and scanned & uploaded back to the patient record in NCIS.Chart. Appendix A: lists the data sources and where the information must be entered into chart for these fields to auto-populate in the Consent Form correctly

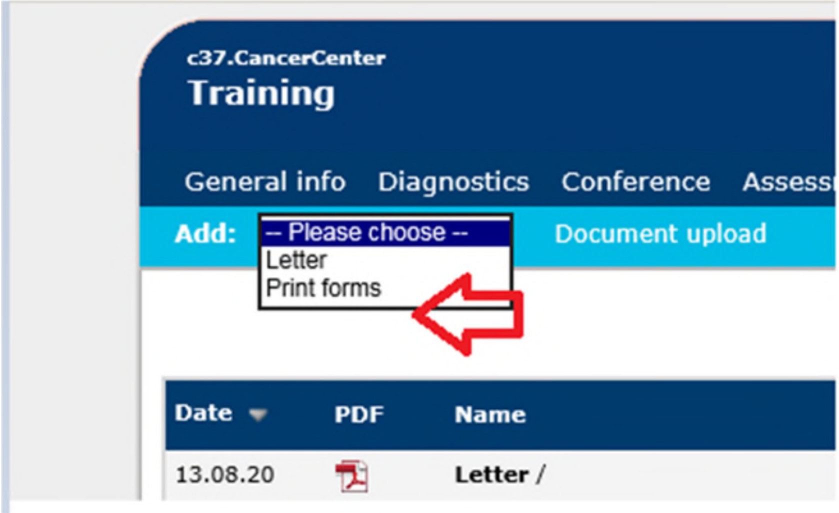
2 Steps to generating a consent form

1. Log into NCIS.Chart with appropriate user account
2. Select the patient
3. Select 'the communication tab from the banner as below

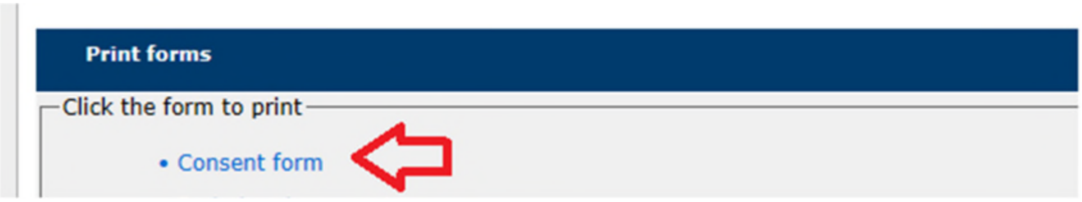


This will bring you to a summary page of any communication forms previously created for that patient, as below

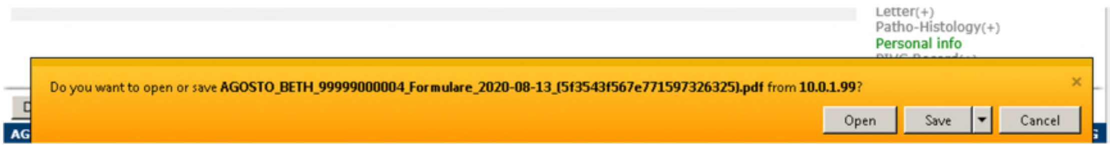
4. From the drop down menu you can select print forms as shown below



5. Once you have selected print forms, a list appears



6. Once you click on 'consent form' the following pop-up appears:

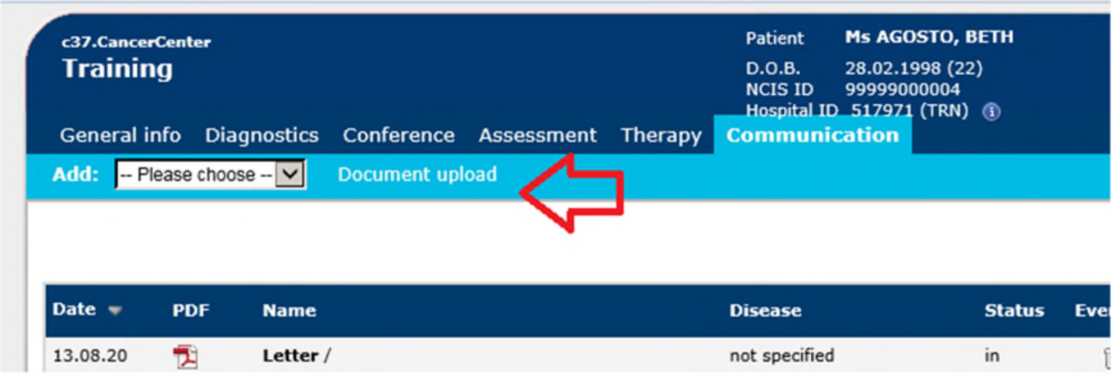


7. By clicking 'Open', the consent form displays in a PDF reader (Adobe) with the patient's details pre-populated. This form can then be printed.

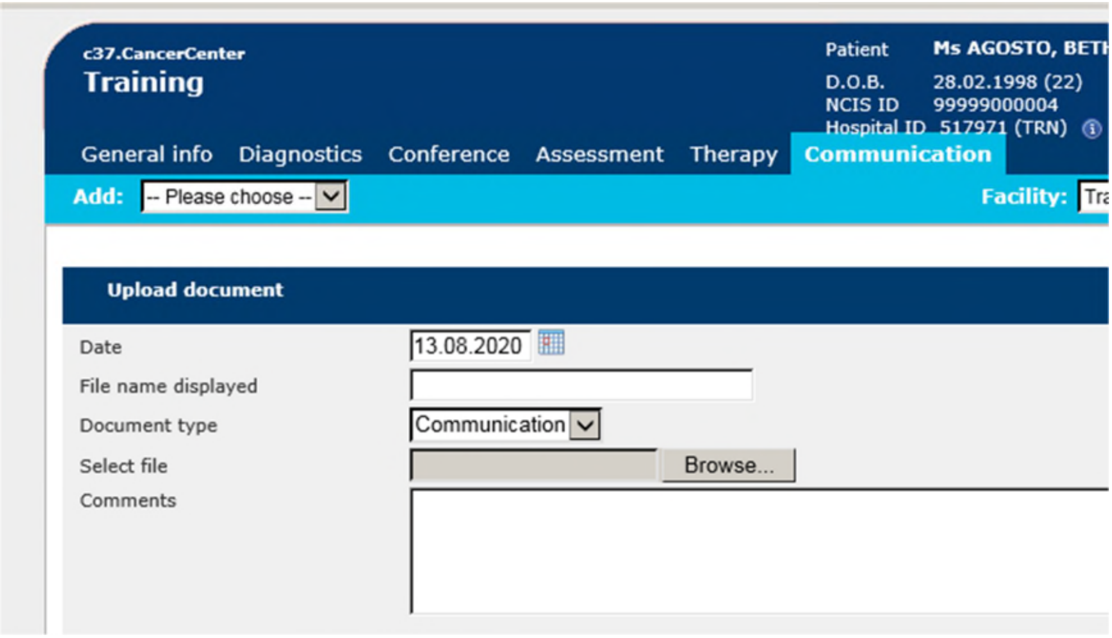
8. When the printed consent form has been signed, it may be scanned and saved to a folder available to NCIS (Hospital Network folder).

9. Once the consent form is available to select from the appropriate network folder, it may be uploaded to the patient record by selecting 'document upload' from the communication tab banner.

10. Beside the drop down menu you can select the 'document upload' as shown below



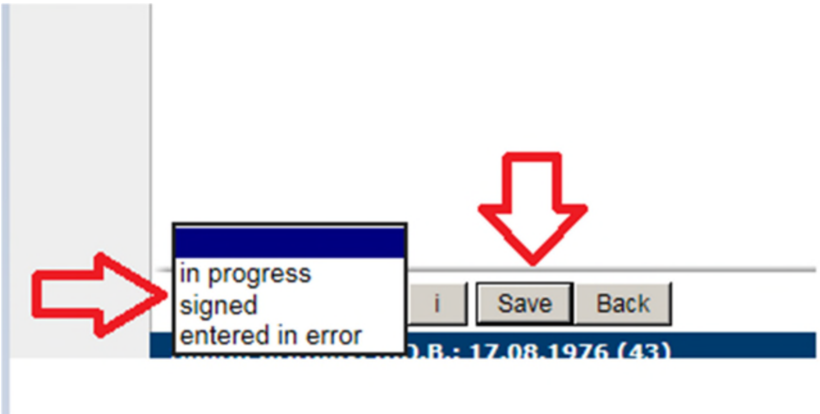
11. This brings the user into the following section as shown below



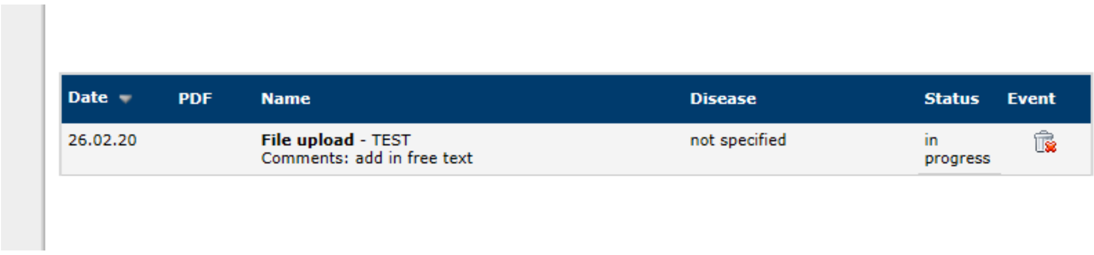
12. In this section

- The date of document upload can be amended
- The file name can be created by typing into the 'file name displayed' box, e.g. Consent Form 13.08.2020
- The location of the scanned document (One of the NCIS.Chart Tabs: Diagnostics, Conference, Assessment, Therapy, Communication) can be chosen from the drop down menu.
- The scanned document can be located in the relevant folder by clicking 'Browse…'
- The comments box allows the user to add in free text (Note that it is possible to copy and paste text from MS Windows application such as Word or Outlook).

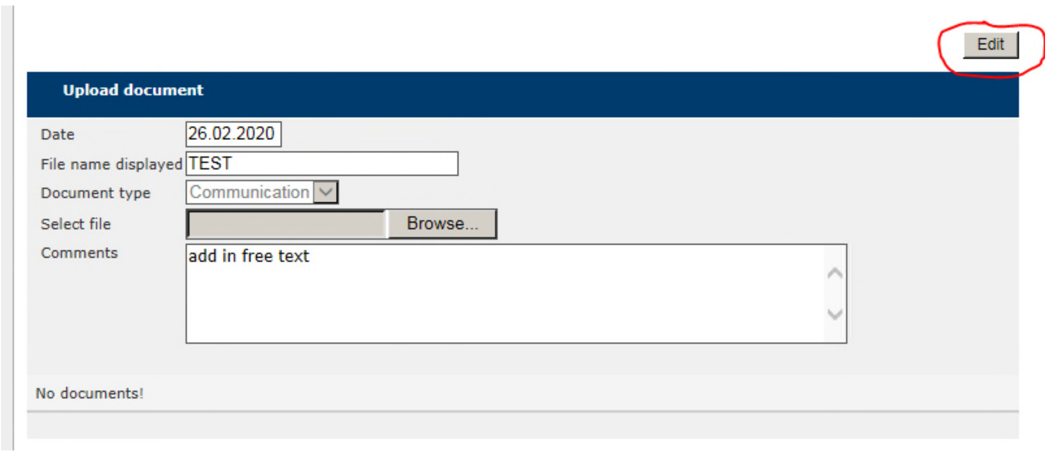
13. When the process is complete, the Consent form is managed in a NCIS.Chart form and the user can select the appropriate status: in progress (if there are any steps pending), signed (process completed) or entered in error (and exceptional status to manage any errors) and click on the save button to apply, as shown below –



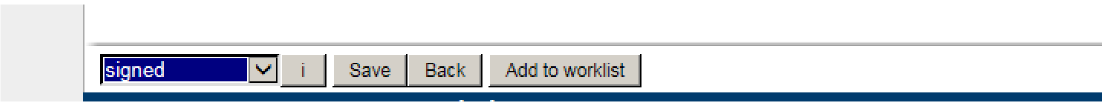
14. The saved file should appear as below in the patients communication record



15. By clicking on the banner above the uploaded document details may be amended as long as the status is set at ‘in progress' by selecting the edit button as shown below



16. Once the documents details have been finalised the status can be changed to signed by clicking on the banner and clicking on edit as above and then selecting signed from the drop down menu and clicking save as shown below



17. The signed and saved form containing the Consent Form should now appear as below in the patient record.

Date	PDF	Name	Disease	Status	Event
26.02.20		**File upload** - TEST Comments: add in free text	Initial disease C50.1 31.07.2020	signed	

Appendix A: NCIS Chart Data sources

FIELD NAME	LOCATION IN NCIS.CHART	NOTE
PATIENT DETAILS		
PATIENT NAME	Personal info under general info tab	This populates in NCIS from the PAS system
PATIENT DATE OF BIRTH	Personal info under general info tab	This populates in NCIS from the PAS system
PATIENT DIAGNOSIS	Tumour case under general info tab	This is entered in the tumour case
CONSULTANT DETAILS		
CONSULTANTS NAME AND ADDRESS	General Info → Tumour Case → Primary Consultant.	Note that in order for the name to generate, the consultant's personnel file 'postal address' entry must be amended to include the name and address of the consultant. Details in the NCIS personnel file entry for each Consultant (such as MCRN or contact details) are managed via a separate process; contact your local administrator for information.