Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

National Cancer Control Programme

NCIS
National Cancer Information System

NCIS QUICK GUIDE

Managing the Personnel File in NCIS.Chart

Background

A Personnel file entry is required for all staff who complete forms, or who need to be identified in NCIS correspondence, the patient tumour record or the MDM record in NCIS.Chart. While some users will have their account linked to a personnel file entry, there are also entries in the personnel file that do not have a corresponding user account, e.g. MDM participants, referrers, places etc.

Personnel file data entry

Personnel file entries are created and edited by local administrators. A service directory file for General Practitioners and some consultants have been previously added into the system, however due to a lack of a centralised information source and limitations of this functionality a regular upload of this information is not possible.

Personnel file data usage

The personnel file has a wide ranging use within NCIS.Chart and can populate many fields. Some forms have been configured so that the logged in user is auto-populated as the creator of a form and it is from the personnel table that this information is derived.

1.1 Personnel Files updated by Interface

Prior to system go-live a list of GP's in Ireland was uploaded to NCIS Chart. This was completed by uploading the Service Directory list of GPs available at the time. Presently there are no plans to continue uploading GP data into NCIS, however this will be kept under review, and if a reliable data source becomes available this process may be repeated.

When a personnel file record has the following text it indicates that the file has been uploaded through this mechanism. These records are unable to be edited by local administrators

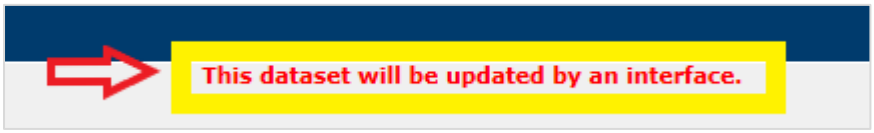


Figure 1: Text showing that a personnel record was updated by interface

Records for bulk upload are required to have two numeric values input into the BSNR and Doctor ID fields. It is important to note if a user inputs a personnel record and adds values to both the Doctor Identification and BSNR field the record will become locked.

BSNR is a German term which is equivalent to a premises number, or practise code, however given that the record is locked when this is entered it is strongly advised to leave the BSNR field empty when entering personnel records manually.

Figure 2: Interface records have both a Doctor Identification (MCRN number) and BSNR (Practise Code)

An example of an uploaded personnel record is shown below.

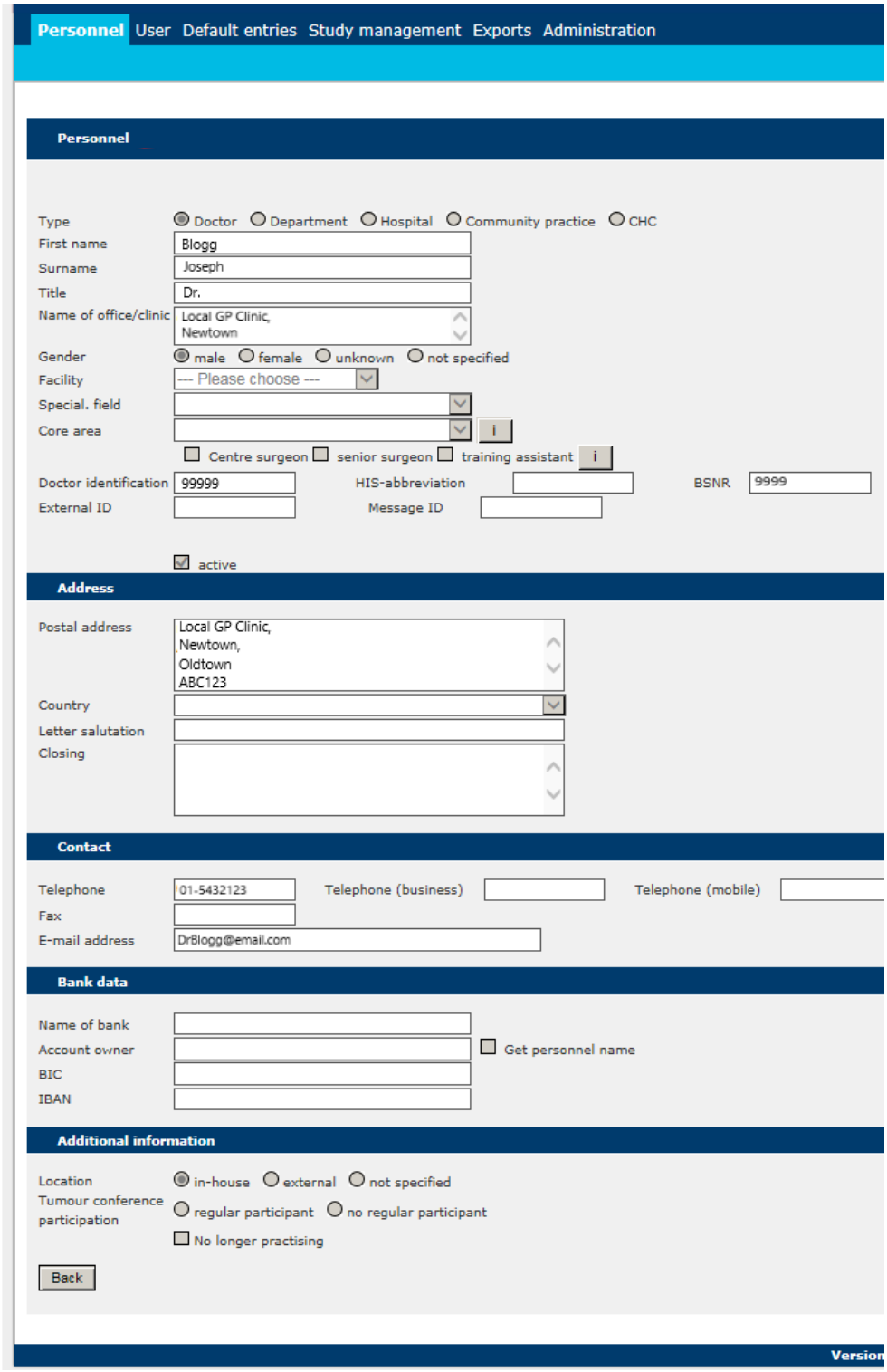


Figure 3: Personnel File form updated by interface – note the Doctor Identification and BSNR fields are completed

1.2 Managing the NCIS Personnel File manually (local admin role)

- Log into NCIS.Chart with appropriate user account – only Local Administrators and Case Managers have access to add, edit or remove records from the Personnel File.
- Go to Settings from the Menu at the right side of the screen

Figure 4: Setting Menu

- Select Personnel from the Menu Options
- Search for the personnel name to ensure that they have not already been entered
- Click on "*New med. personnel*" to create a new entry

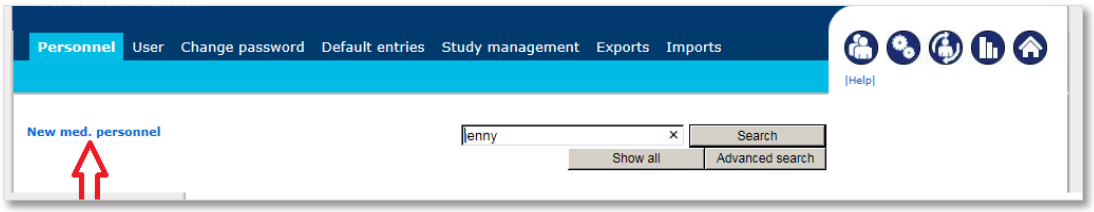


Figure 5: Select New med.personnel to add a new personnel file record

- Enter the appropriate details.
- For normal Personnel enter as a Doctor and ensure that the Active button is checked. Using the type "doctor" for users other than doctors (e.g. nurses), has no impact on permissions but ensures the most appropriate fields are available.

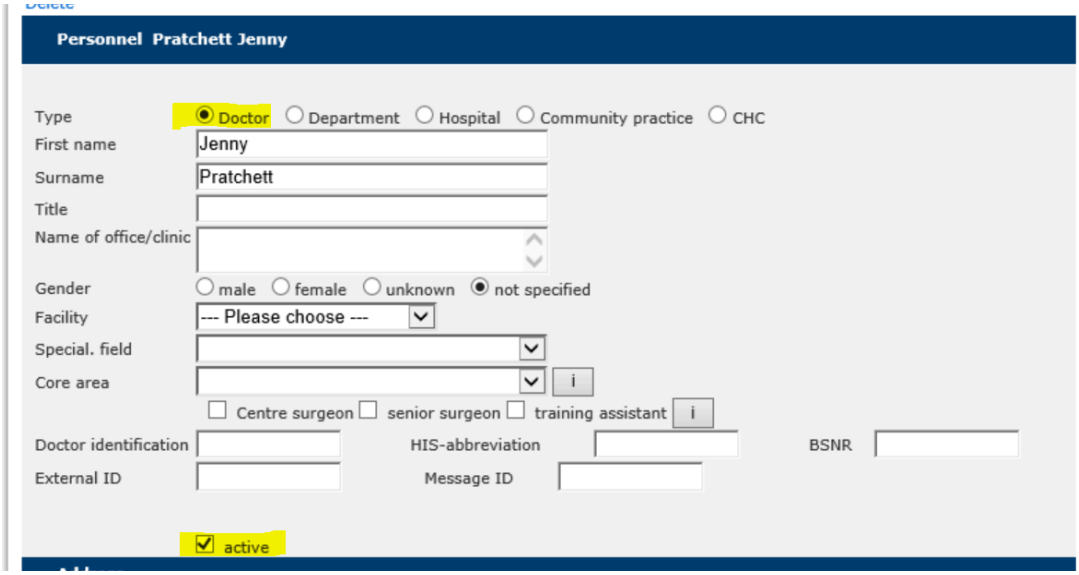


Figure 6: Enter record as Doctor and ensure Active is selected

- It is possible to restrict the personnel file to a particular facility by selecting a facility and selecting "Limit this practitioner to the facility. This is not necessary and should only be utilised if the personnel record will not be required in another hospital.

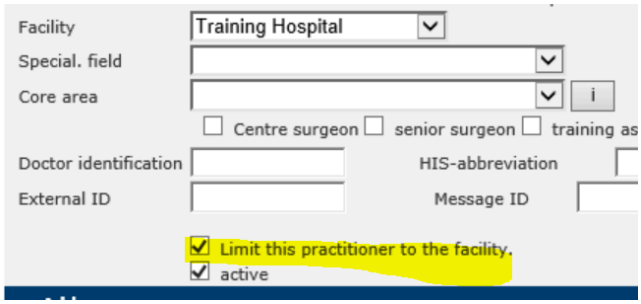


Figure 7: Choose a facility and select "Limit this practitioner to the facility" to restrict the record to one hospital

- Click Save at the bottom of the screen to complete the personnel record.
- The personnel record can now be selected from the search box in fields populated by the personnel file throughout NCIS.Chart.

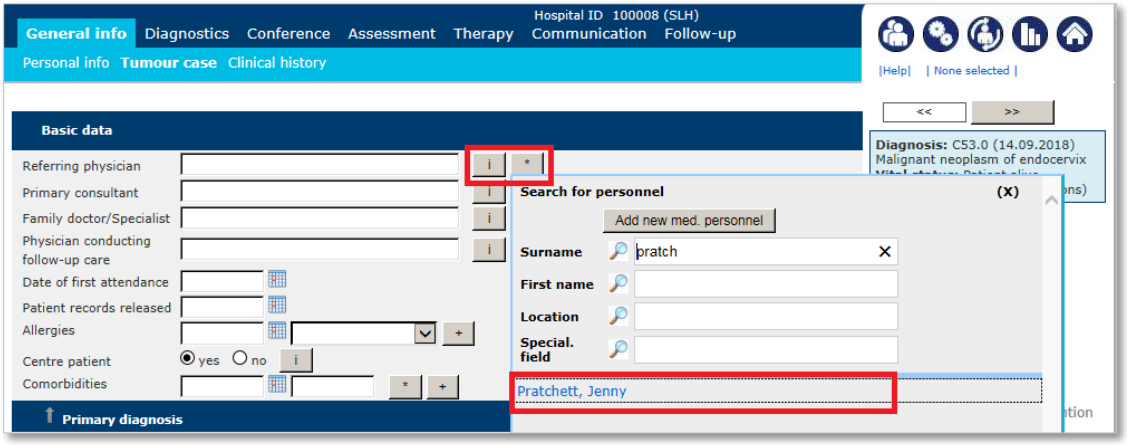


Figure 8: Searching for a personnel record in an NCIS.Chart Form

1.3 Linking a Personnel Record to a User Account

If the user role involves creating and editing forms in NCIS.Chart, they should have a Personnel record created (see above). Under the *"corresponding med. personnel"* field, search for and select the correct Personnel record.

- Go to Settings →User
- Search for the user.

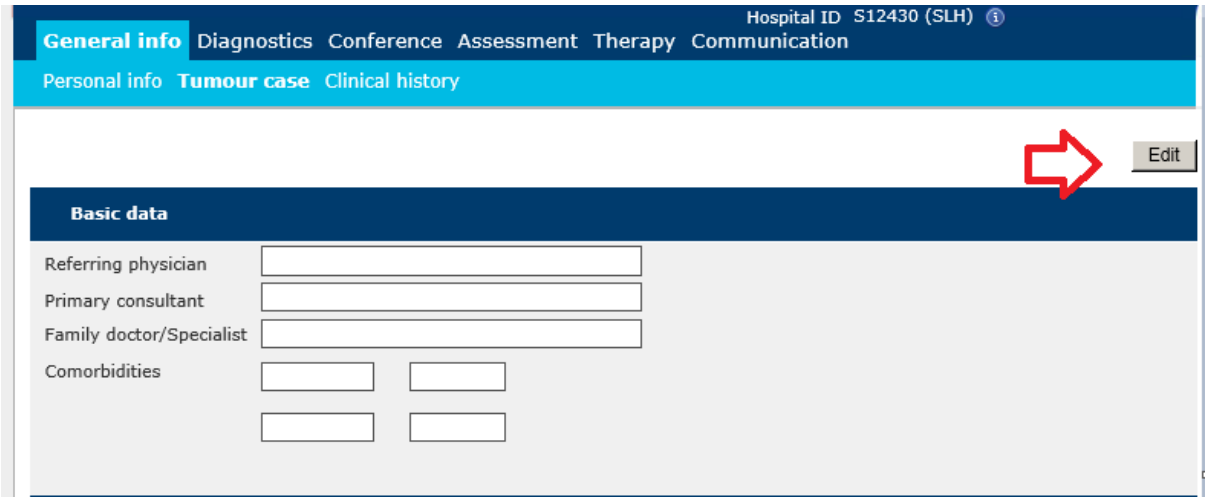
Figure 9: User Account showing linked Personnel Record

- Under the *"corresponding med. personnel"* field, search for and select the correct Personnel record.
- Save the entry.

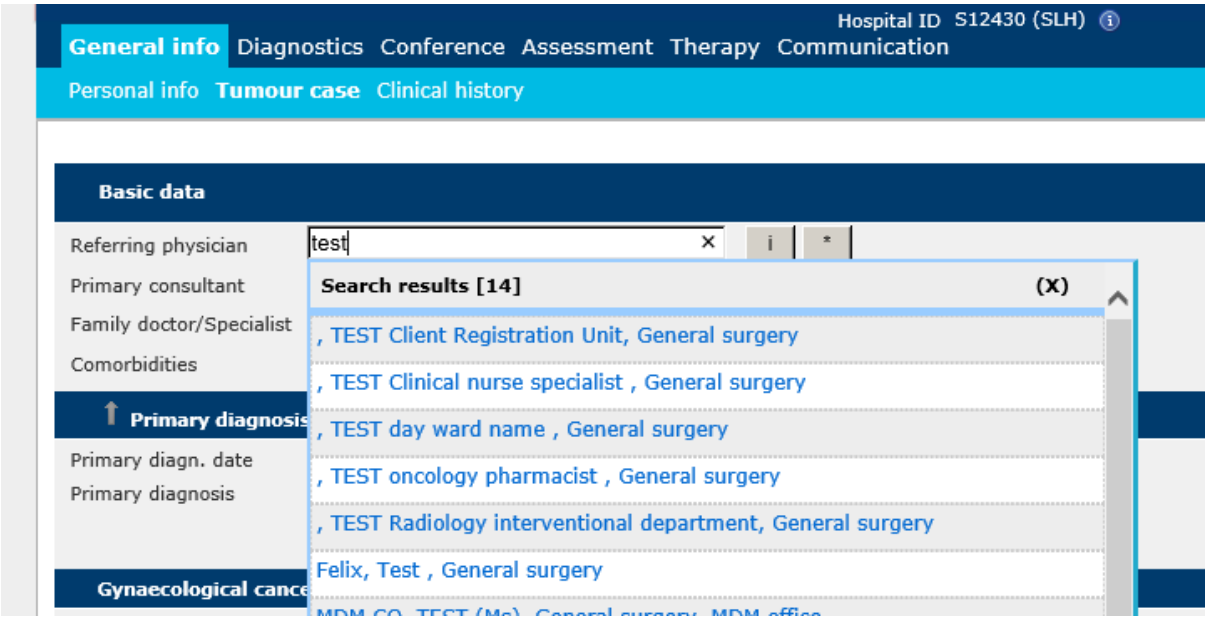
1.4 Example of Personnel File Usage in the Tumour Case

In the patient's general info section under tumour case and basic data the following fields can be recorded. Referring physician, primary consultant and family doctor/specialist.

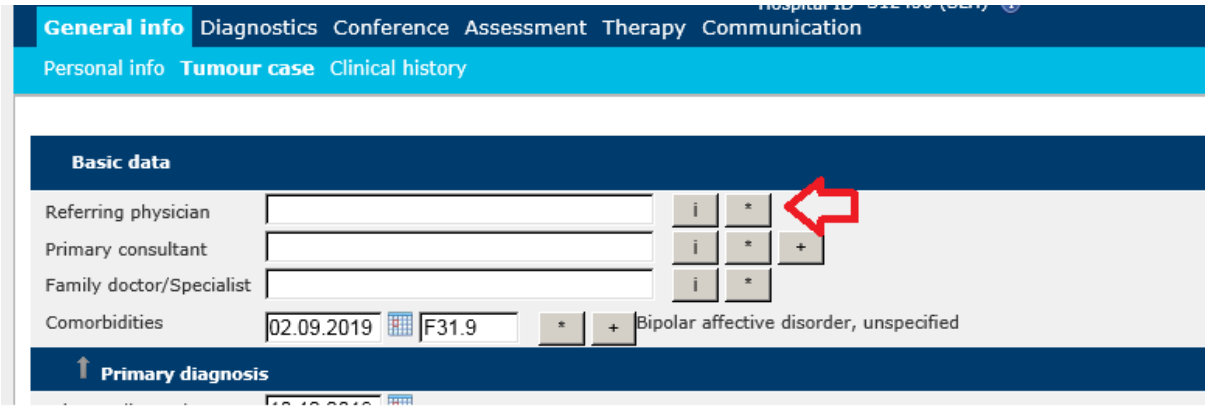
By selecting edit as shown by the arrow below the user can then enter the fields



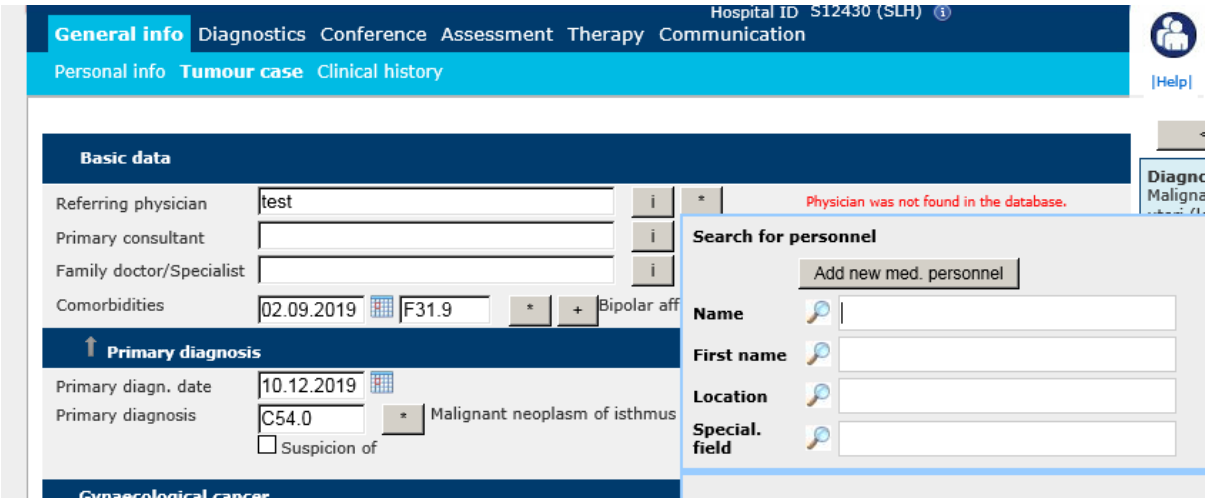
If the medical personnel have a corresponding personnel file entry their details will appear as below



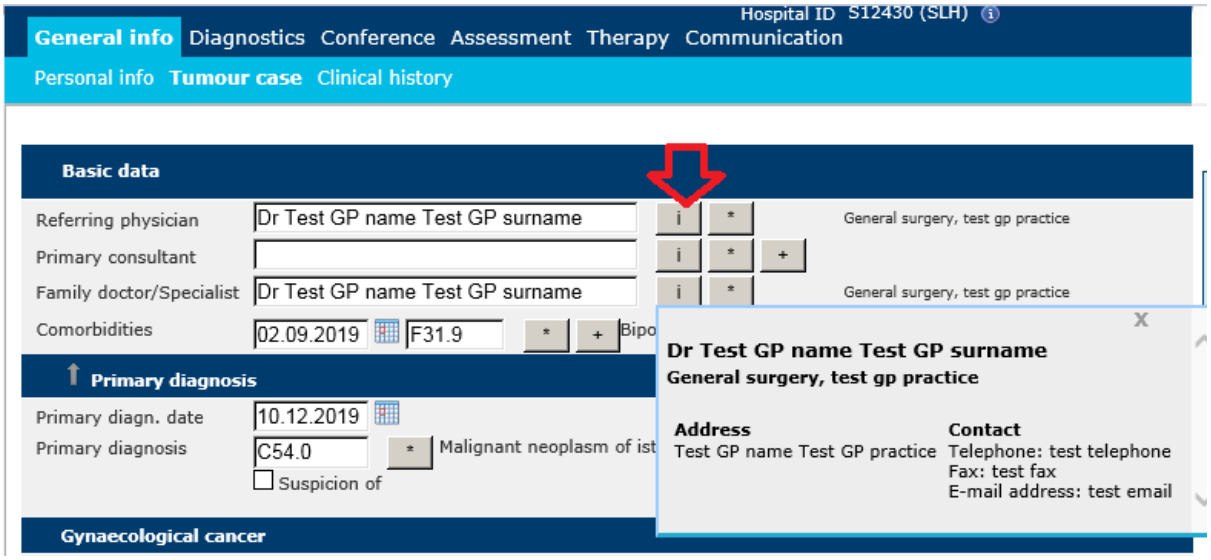
If there is no corresponding personnel file the user can select the star button as shown below



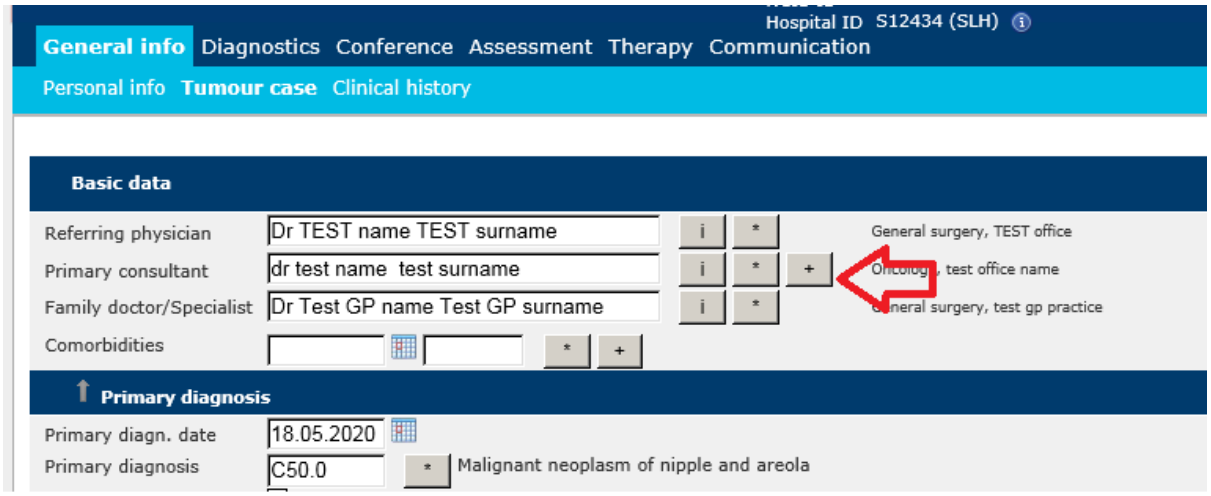
Which will bring up the option to either search for the personnel record by searching by name (surname) first name, location or specialist field or the user can select add in new medical personnel (if they are a local administrator or case manager) as shown below

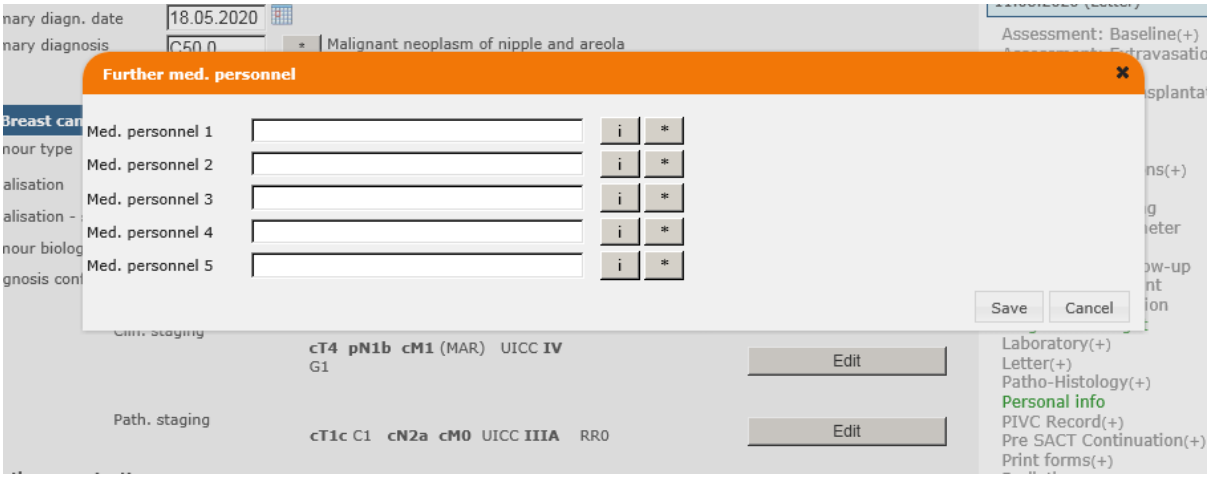


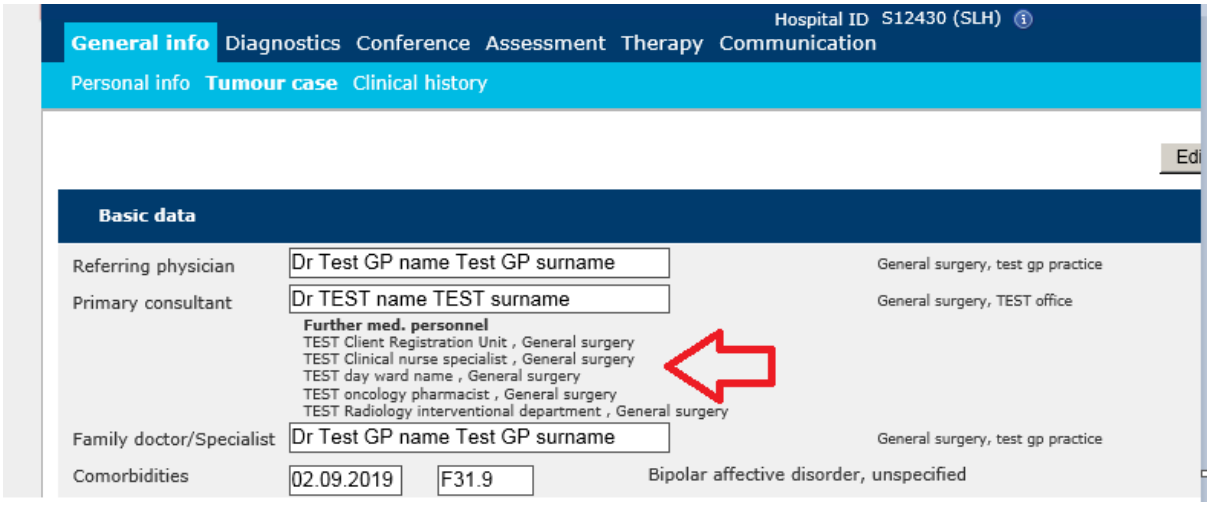
Once an entry is made the user can select the information button which will display the details recorded in the personnel file for that entry



By clicking on the plus button as shown below the user has the option to add additional medical personnel under the primary consultant field

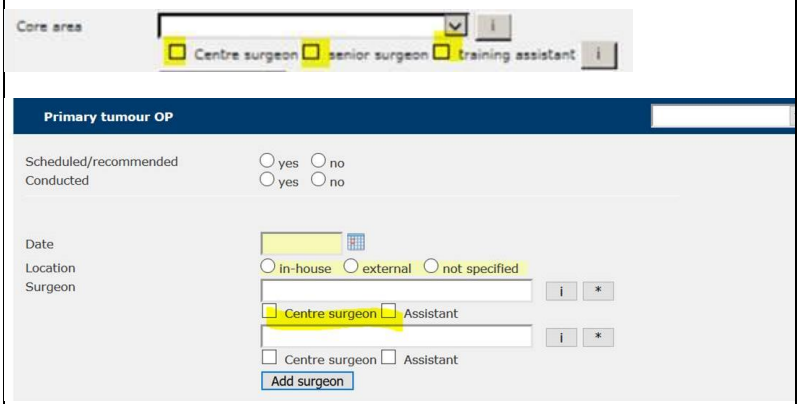
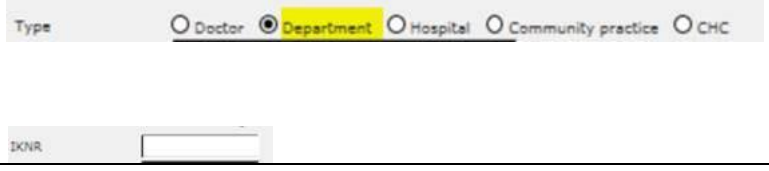






Appendix 1: Field Definitions in the Personnel File

Fields listed in this table in italics are not used in NCIS. No fields are mandatory, however it is recommended to complete the first name and surname at a minimum.

Section	Fields Names	Definition/Purpose
Personnel entry	Type	The type of personnel record being created. C37 recommend only selecting "doctor" as type. Community practice is only used if you have no real person you can name. For example, if community practice is selected, the fields change slightly: Drs (short) and Drs (long) is the name of the practice
Personnel entry	First name	First name of the person for whom the record is being created
Personnel entry	Surname	Surname of the person for whom the record is being created
Personnel entry	Title	Title of the person for whom the record is being created
Personnel entry	Name of office/clinic	Office or Clinic name with whom the record is associated
Personnel entry	Gender	Gender of the person for whom the record is being created
Personnel entry	Facility	Hospital associated with the person for whom this record is being created.
Personnel entry	Special. Field	Speciality of the person for whom the record is being created
Personnel entry	*Core area*	*This field is used for the OnkoZert evaluation. It marks the connection between a personnel and a core area. Does not impact on NCIS documentation.*
Personnel entry	Doctor identification	Medical Council Registration Number of any Physician associated with this record.
Personnel entry	*Centre surgeon, senior surgeon, training assistant*	*These fields allow pre-population of fields in the Primary Op form – not used in NCIS* 
Personnel entry	*IKNR*	*Institution registration number – not used in NCIS* 

Section	Fields Names	Definition/Purpose
Personnel entry	*HIS-abbreviation*	*Not used in NCIS*
Personnel entry	BSNR	Facility or Practice ID - required for upload. Assigns a user to a facility and in combination with doctor id creates a unique record, i.e. one doctor can have more than one site ID.
Personnel entry	*External ID*	*This field allows the recording of external ID from other it-systems. Not used in NCIS*
Personnel entry	*Message ID*	*NCIS generate reports for different registers in Germany. This field allows clients to record the Id of the sender, thus it is a form of "reporting Id"? Not used in NCIS*
Personnel entry	Limit this practitioner to the facility	This limits the person for whom this record is being created, to facility selected above. Create one record for each facility that person requires access to.
Personnel entry	Active	This deems a record to be active or inactive
Address	Postal address	This is the postal address of the facility, with which this person is associated. The user information is generated by applying the letter frame.
Address	*Country*	*This is country in which the facility where this record is associated is located. This does not appear in any forms or letters therefore is not used in NCIS*
Address	*Letter salutation*	*This does not fill into the letter salutations in NCIS letters and so should not be filled in.*
Address	*Closing*	*This does not fill into the letter salutations in NCIS letters and so should not be filled in*
Contact	Telephone	The contact telephone number of the person for whom this record is being created - fills into letter templates. The user information is generated by applying the letter frame.
Contact	*Telephone (business)*	*Do not use as does not fill into the letter templates.*
Contact	*Telephone (mobile)*	*Do not use as does not fill into the letter templates.*
Contact	Fax	The contact fax number of the person for whom this record is being created - fills into letter templates. The user information is generated by applying the letter frame.
Contact	E-mail address	The contact email address of the person for whom the record is being created - fills into letter templates. The user information is generated by applying the letter frame.
Additional Information	Location	This specifies whether the person for whom the record is being created is in-house, external or not specified. This is not generally required for NCIS unless very specific reporting is being undertaken
Additional Information	Tumour conference participation	This must be selected for those users who will be participating in MDMs.
Additional Information	No longer participating	This is selected for those users who did participate in MDMs at one stage, but no longer do so.