



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



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

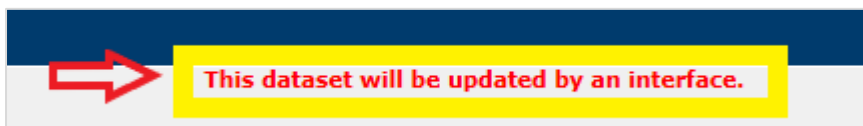


Figure 1: Text showing that a personnel record was updated by interface

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.

Doctor identification	<input type="text" value="99999"/>	HIS-abbreviation	<input type="text"/>	BSNR	<input type="text" value="9999"/>
External ID	<input type="text"/>	Message ID	<input type="text"/>		

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.

Personnel
User
Default entries
Study management
Exports
Administration

Personnel

Type ☒ Doctor ☐ Department ☐ Hospital ☐ Community practice ☐ CHC

First name

Surname

Title

Name of office/clinic

Gender ☒ male ☐ female ☐ unknown ☐ not specified

Facility

Special. field

Core area

☐ Centre surgeon ☐ senior surgeon ☐ training assistant ☒ i

Doctor identification HIS-abbreviation BSNR

External ID Message ID

☒ active

Address

Postal address

Country

Letter salutation

Closing

Contact

Telephone Telephone (business) Telephone (mobile)

Fax

E-mail address

Bank data

Name of bank

Account owner ☐ Get personnel name

BIC

IBAN

Additional information

Location ☒ in-house ☐ external ☐ not specified

Tumour conference participation ☐ regular participant ☐ no regular participant

☐ No longer practising

Version

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

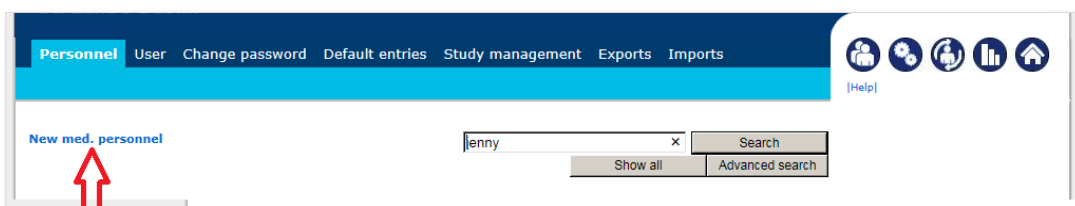


Figure 5: Select New med.personnel to add a new personnel file record

- 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.

The screenshot shows a form with the following fields: Facility (Training Hospital), Special. field, Core area, Doctor identification, External ID, HIS-abbreviation, Message ID, and two checkboxes: 'Limit this practitioner to the facility.' (checked) and 'active' (checked).

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.

The screenshot shows the 'General info' tab of the NCIS.Chart form. The 'Search for personnel' dialog box is open, showing a search for 'pratch'. The results list 'Pratchett, Jenny' as the selected entry. The 'Basic data' section of the form is visible in the background.

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.

The screenshot shows the 'User Pratchett Jenny' account page. The 'NCIS ID' is 398. The 'Corresponding med. personnel' field is set to 'Pratchett Jenny'. The 'Limit access to the following user's patients' field is set to 'Keine'.

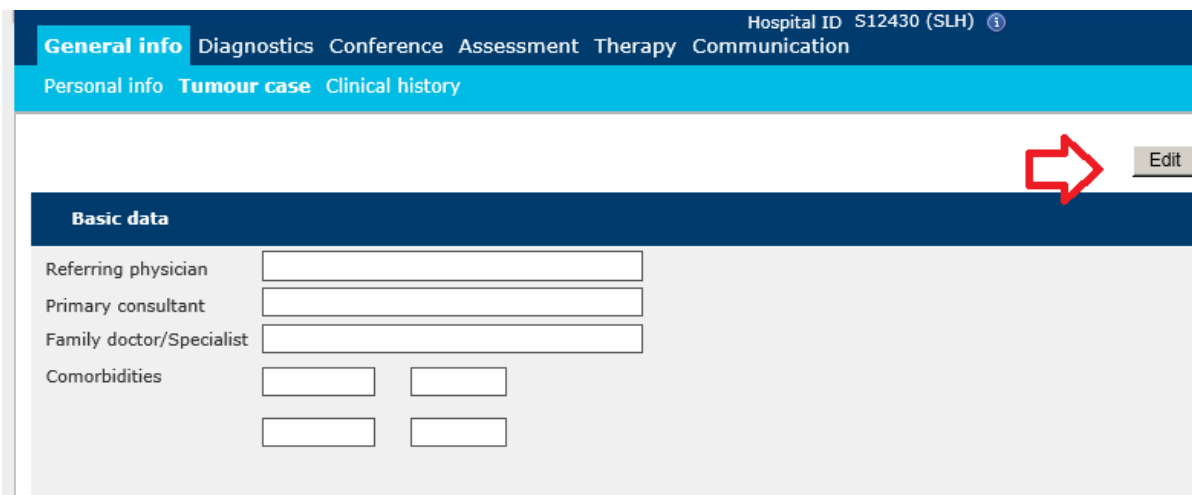
Figure 9: User Account showing linked Personnel Record

- 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



Hospital ID S12430 (SLH) ⓘ

General info Diagnostics Conference Assessment Therapy Communication

Personal info **Tumour case** Clinical history

Basic data

Referring physician

Primary consultant

Family doctor/Specialist

Comorbidities

Edit

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



Hospital ID S12430 (SLH) ⓘ

General info Diagnostics Conference Assessment Therapy Communication

Personal info **Tumour case** Clinical history

Basic data

Referring physician

Primary consultant

Family doctor/Specialist

Comorbidities

Primary diagnosis

Primary diagn. date

Primary diagnosis

Gynaecological cancer

Search results [14] (x)

- , TEST Client Registration Unit, General surgery
- , TEST Clinical nurse specialist , General surgery
- , TEST day ward name , General surgery
- , TEST oncology pharmacist , General surgery
- , TEST Radiology interventional department, General surgery
- Felix, Test , General surgery
- MDM CO TEST (Ms) General surgery MDM office

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

The screenshot shows the 'Basic data' section of the NCIS.Chart interface. The 'Referring physician' field is empty, and the star button (a small square with a white star) is highlighted by a red arrow. Other fields include 'Primary consultant', 'Family doctor/Specialist', and 'Comorbidities' (02.09.2019, F31.9, Bipolar affective disorder, unspecified).

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

The screenshot shows the 'Basic data' section of the NCIS.Chart interface. The 'Referring physician' field contains the text 'test', and a red error message 'Physician was not found in the database.' is displayed. A 'Search for personnel' dialog box is open, showing fields for 'Name', 'First name', 'Location', and 'Special. field'. The 'Add new med. personnel' button is also visible.

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

The screenshot shows the 'Basic data' section of the NCIS.Chart interface. The 'Referring physician' field contains the text 'Dr Test GP name Test GP surname', and a red arrow points to the information button (a small square with a white 'i'). A pop-up window displays the details for 'Dr Test GP name Test GP surname', including 'General surgery, test gp practice', 'Address', and 'Contact' information.

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


Hospital ID S12434 (SLH) ⓘ

General info Diagnostics Conference Assessment Therapy Communication

Personal info **Tumour case** Clinical history

Basic data

Referring physician Dr TEST name TEST surname ⓘ * General surgery, TEST office

Primary consultant dr test name test surname ⓘ * +  Oncology, test office name

Family doctor/Specialist Dr Test GP name Test GP surname ⓘ * General surgery, test gp practice

Comorbidities ⓘ * +

↑ **Primary diagnosis**

Primary diagn. date 18.05.2020 ⓘ

Primary diagnosis C50.0 ⓘ * Malignant neoplasm of nipple and areola

Primary diagn. date 18.05.2020 ⓘ

Primary diagnosis C50.0 ⓘ * Malignant neoplasm of nipple and areola

Further med. personnel ⓘ

Med. personnel 1 ⓘ *

Med. personnel 2 ⓘ *

Med. personnel 3 ⓘ *

Med. personnel 4 ⓘ *

Med. personnel 5 ⓘ *

Save Cancel

Path. staging cT4 pN1b cM1 (MAR) UICC IV G1 Edit

Path. staging cT1c C1 cN2a cM0 UICC IIIA RR0 Edit

Laboratory(+) Letter(+) Patho-Histology(+) Personal info PIVC Record(+) Pre SACT Continuation(+) Print forms(+)

Hospital ID S12430 (SLH) ⓘ

General info Diagnostics Conference Assessment Therapy Communication

Personal info **Tumour case** Clinical history

Basic data

Referring physician Dr Test GP name Test GP surname General surgery, test gp practice

Primary consultant Dr TEST name TEST surname General surgery, TEST office

Further med. personnel ⓘ

TEST Client Registration Unit , General surgery

TEST Clinical nurse specialist , General surgery

TEST day ward name , General surgery

TEST oncology pharmacist , General surgery


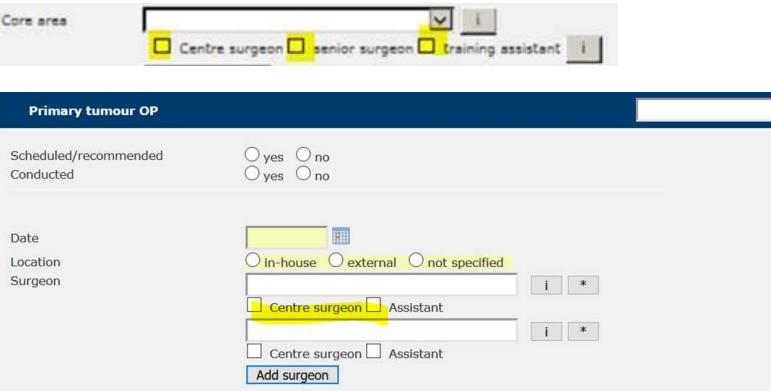
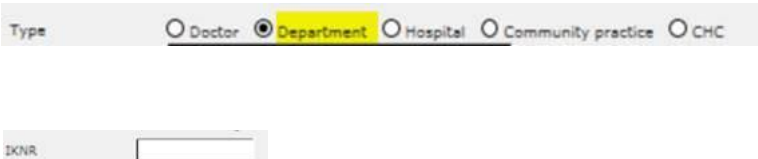
TEST Radiology interventional department , General surgery

Family doctor/Specialist Dr Test GP name Test GP surname General surgery, test gp practice

Comorbidities 02.09.2019 ⓘ F31.9 ⓘ Bipolar affective disorder, unspecified

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	<p>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</p> 
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
<i>Personnel entry</i>	<i>Core area</i>	<i>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.</i>
Personnel entry	Doctor identification	Medical Council Registration Number of any Physician associated with this record.
<i>Personnel entry</i>	<i>Centre surgeon, senior surgeon, training assistant</i>	<p><i>These fields allow pre-population of fields in the Primary Op form – not used in NCIS</i></p> 
<i>Personnel entry</i>	<i>IKNR</i>	<p><i>Institution registration number – not used in NCIS</i></p> 

Section	Fields Names	Definition/Purpose
Personnel entry	HIS-abbreviation	<i>Not used in NCIS</i>
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	<i>This field allows the recording of external ID from other it-systems. Not used in NCIS</i>
Personnel entry	Message ID	<i>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</i>
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	<i>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</i>
Address	Letter salutation	<i>This does not fill into the letter salutations in NCIS letters and so should not be filled in.</i>
Address	Closing	<i>This does not fill into the letter salutations in NCIS letters and so should not be filled in</i>
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)	<i>Do not use as does not fill into the letter templates.</i>
Contact	Telephone (mobile)	<i>Do not use as does not fill into the letter templates.</i>
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.