# NCIS GUIDE

## Statuses and Flags

National Cancer Control Programme
NCIS Quick Guide
Statuses and Flags

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## 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 or real patients or facilities.**

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## 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. only NCIS.Physician or NCIS.Nurse Level II can set the Physician Verified status
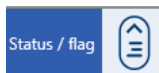
A status/flag can be set in NCIS Med by clicking this icon  . Each user group, depending on their permissions, will have access to different status/flags as they progress through the steps in the workflow. Statuses must be set in the order described above and only one status can be assigned to a medicine 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:
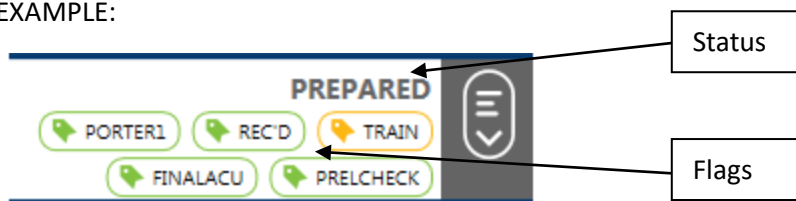


Questionnaires can be assigned to a status/flag.  This process is currently in use within the pharmacy ACU workflow. The ACU production release check questionnaire has to be answered to set the flag PRELCHECK as in the example shown above. This is an additional flag that can be added to aid workflow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

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

| Standard Statuses in NCIS | Description |
|---|---|
| PLANNED | Medication has been planned, equivalent to treatment plan |
| PHYSICIAN-VERIFIED | Medication has been Physician Verified, equivalent to signing/initialling of a medication by the prescriber |
| 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. Equivalent to tray set up. |
| SET UP COMPLETE (P) | Medication has had lots (batch numbers) assigned and is ready for preparation. Equvalent 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. Equivalent to tray set up for an outsourced product. |
| SET UP COMPLETE (D) | Medication has had lots assigned and is ready for preparation. Equivalent 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 equivalent to assigning a final "go-ahead" of "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 during when Pharmacist Verified status is set. This allows a medication to move into In Setup and Setup Complete statuses but it cannot be prepared. **This status should never be removed from a pharmacist verified medication as it will then 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 for a pharmacist 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 Outsrouced 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 1st Porter delivery |
| Set PORTER2 | **Porter Delivery 2**. Can be set to indicate a medication is in the 2nd Porter delivery |
| Set PORTER3 | **Porter Delivery 3**. Can be set to indicate a medication is in the 3rd 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** |
| Set FOR PHYSICIAN REVIEW | **For Physician Review.** Can be set on a medction to indicate it needs to be reviewed by a prescriber |
| SELF ADM | **Self Administered.** Can be set when a medication has been self administered |

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## 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 | Physician | None | None | Standard Status |
| PHYSICIAN-VERIFIED | Physician | PLANNED | None | Standard Status |
| PHARMACIST-VERIFIED | Pharmacist | PHYSICIAN-VERIFIED | None | Standard Status |
| APPROVED (D) | Pharmacist | PHARMACIST-VERIFIED | None | Standard Flag |
| IN SETUP (D) | Pharmacist | PHARMACIST-VERIFIED | APPROVED (D) | Standard Status |
| SET UP COMPLETE (D) | Pharmacist | IN SETUP (D) | APPROVED (D) | Standard Status |
| DISPENSED | 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 *Questionaire | Pharmacist, Pharmacy technician | DISPENSED | None | Additional Flag |
| FINALOUTS'D | Pharmacist | DISPENSED | None | Additional Flag |
| Set OUTS'D | Pharmacist | PLANNED | None | Additional Flag |
| APPROVED (S) | Pharmacist | PHARMACIST-VERIFIED | None | Standard Flag |
| APPROVED (P) | Pharmacist | PHARMACIST-VERIFIED | None | Standard flag |
| IN SETUP (P) | Pharmacist | PHARMACIST-VERIFIED | APPROVED (S) | Standard Status |
| SET UP COMPLETE (P) | Pharmacist | IN SETUP (P) | APPROVED (S) | Standard Status |
| Set S&W | Pharmacist, Pharmacy technician | IN SETUP (P), SET UP COMPLETE (P) | APPROVED (P) | Additional Flag |
| PREPARED | Pharmacist | IN SETUP (P), SET UP COMPLETE (P) | None | Standard Status |
| Set PRELCHECK *Questionnaire | Pharmacist, Pharmacy technician | PREPARED | None | Additional Flag |
| Set FINALACU | Pharmacist, Pharmacy technician | PREPARED | None | Additional Flag |

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| Status/FLAG | User group that can set | Pre-requisite Statuses | Pre-requisite Flags | Standard or Additional |
|---|---|---|---|---|
| Set PORTER1<br>Set PORTER2<br>Set PORTER3 | Pharmacist, Pharmacy technician | PREPARED<br>DISPENSED | OUTRELCHECK<br>FINALACU<br>FINALOUTS'D | Additional Flag |
| Set REC'D | Pharmacist, Nurse level I and II | PREPARED<br>DISPENSED | FINALACU<br>FINALOUTS'D | Additional Flag |
| ADM. | Physician, Nurse level I and II | PREPARED<br>DISPENSED | None | Standard Status |
| SELF ADM | Physician, Nurse level I and II | PHYSICIAN-VERIFIED<br>OR<br>PHARMACIST-VERIFIED<br>OR<br>PREPARED<br>OR<br>DISPENSED | ✓ Set ADMINISTRATION OK | Additional Status |
| ✓ Set ADMINISTRATION OK | Physician, Nurse level I and II | PHYSICIAN-VERIFIED<br>OR<br>PHARMACIST-VERIFIED<br>OR<br>PREPARED<br>OR<br>DISPENSED | None | Standard Flag |
| Set 2NDCHECK | Physician, Nurse level I and II | ADM.<br>OR<br>PREPARED<br>OR<br>DISPENSED | | Additional Flag |
| PARTLY: 80% | Physician, Nurse level I and II | ADM. | None | Standard Flag |
| ⚠ Set URGENT | Physician, Nurse level I and II, Pharmacist | Can be applied with any status | None | Special Flag |
| Set TBC | Pharmacist, Pharmacy technician | PLANNED | None | Additional Flag |
| Set FOR PHYSICIAN REVIEW | Physician, Pharmacist, | PLANNED | None | Additional Flag |

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| Status/FLAG | User group that can set | Pre-requisite Statuses | Pre-requisite Flags | Standard or Additional |
|---|---|---|---|---|
| | Nurse level I and II | PHYSICIAN-VERIFIED | | |
| 🔒 Set X | Pharmacist | Can be applied with any status | None | Special Flag |

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## Appendix 3 – Workflow in NCIS – Statuses and Flags – all users
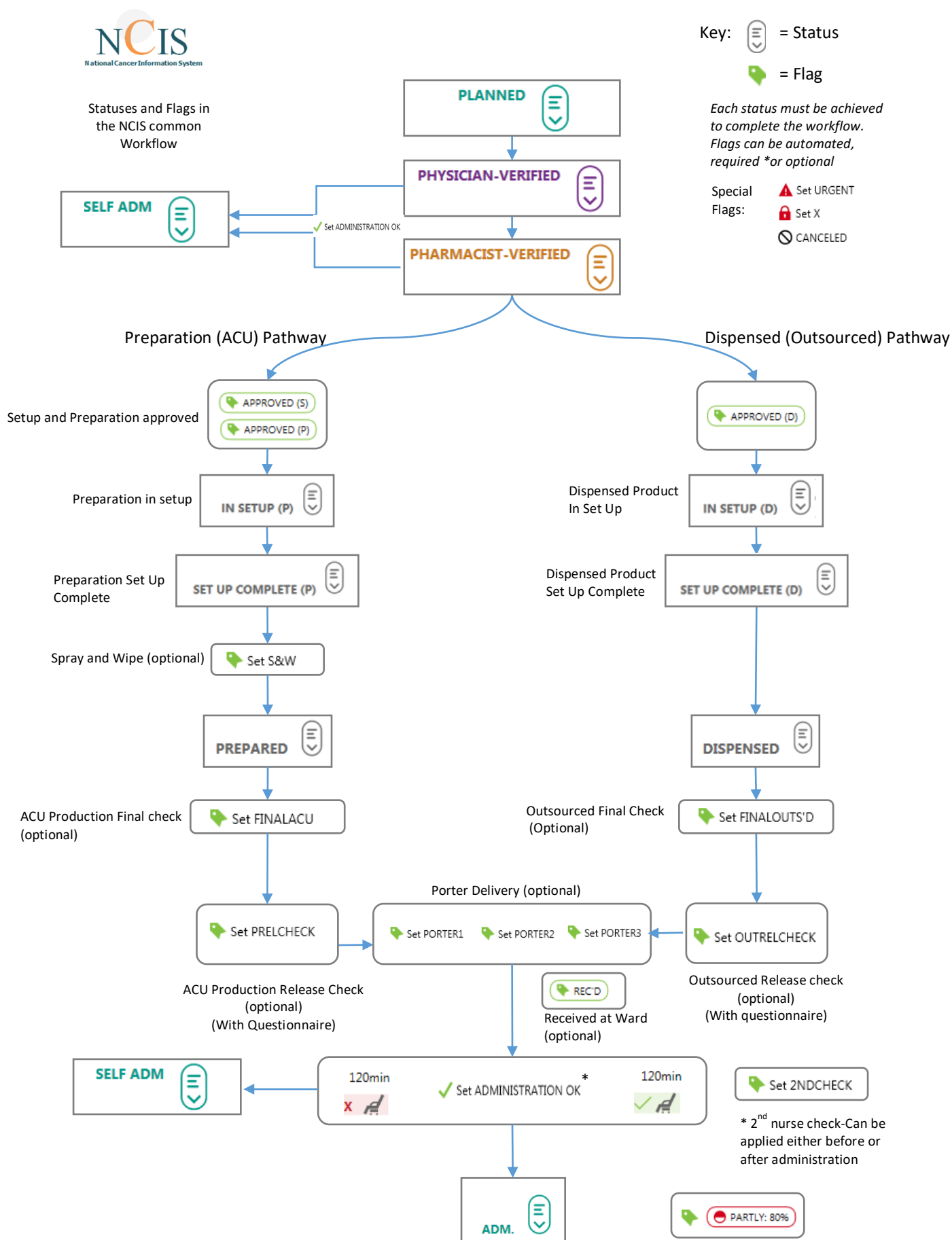
## Appendix 4 – Workflow in NCIS – Statuses and Flags – all users