



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



National Cancer  
Control Programme



# NCIS REFERENCE GUIDE

## Patient and Case Overview

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## 1 Background

The National Cancer Information System provides a longitudinal record of a patient's cancer care that delivered in hospitals involved in the NCIS project.

This Guide gives a summary of how the NCIS Application is structured and how patient's cancer care is managed and organised.

## 2 What are the components to the NCIS user interface?

NCIS comprises two applications:

- NCIS Chart – records patient information, tumour case information and manages MDMs.
- NCIS Med – planning, prescribing, verification, preparing/dispensing and administering SACT.

NCIS Chart and NCIS Med are interlinked and data flows between them. It is important to move between the two applications (transitioning) in the correct manner to ensure data flows correctly.

## 3 What patients are available in NCIS?

NCIS includes a Master Patient Index (MPI) which is interfaced with the PAS systems of hospitals using NCIS. When an individual PAS record is entered or updated this is automatically reflected in the MPI.

All patients with a PAS record in the hospital(s) you are assigned to in NCIS will be available to you. For example:

*Patient with PAS record in Hospital A only:*

NCIS USER Access	Patient Available
Hospital A	Yes
Hospital B	No
Hospital A & B	Yes

*Patient with PAS record in Hospital A and B:*

NCIS USER Access	Patient Available
Hospital A	Yes
Hospital B	Yes
Hospital A & B	Yes

## 4 How is a Patient's Cancer Case organised in NCIS?

The user responsible for registering patients in NCIS:

- NCIS Chart: Searches for the patient in the MPI
- NCIS Chart: Creates a **Tumour Case** for the patient

If the patient is for MDM the user responsible for managing MDMs:

- NCIS Chart: Creates and records MDM conference

If the patient is for SACT treatment the user responsible for planning treatment for patients in NCIS:

- NCIS Chart: Creates a **Therapy Form** in the patient's Tumour Case
- Transitions in NCIS Med
- NCIS Med: Creates a **Therapy Plan** for the patient

### 4.1 The Tumour Case – NCIS Chart

The Tumour Case is created in Chart and is used for all information, progress and treatment associated with a single cancer over time in a patient's NCIS record.

If the patient has another cancer diagnosed a separate Tumour Case should be created.

### 4.2 The Therapy Form – NCIS Chart

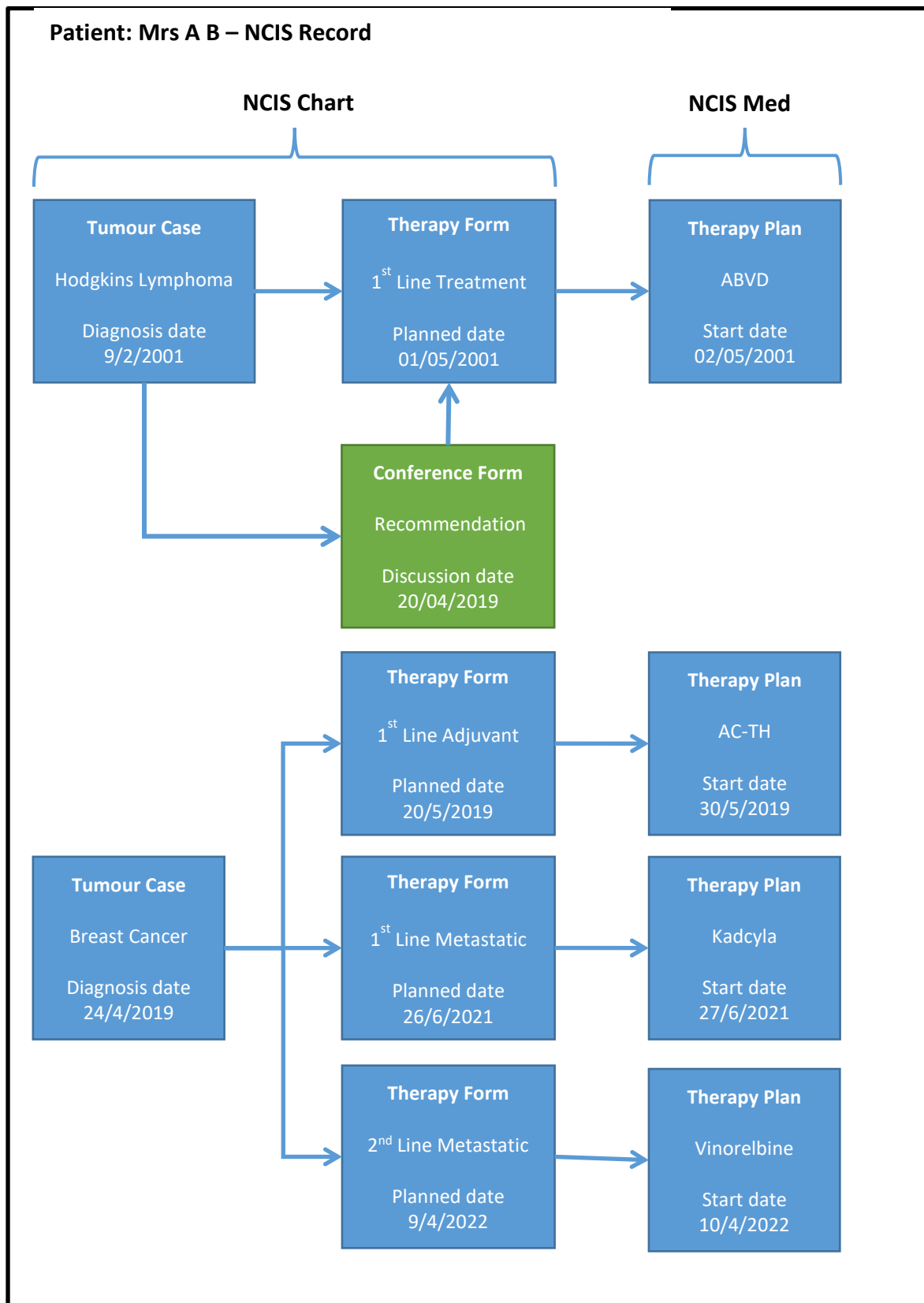
Therapy Forms are created within a Tumour Case and each represents a line or type of SACT treatment. There may be multiple Therapy Forms within the same Tumour Case.

### 4.3 The Therapy Plan – NCIS Chart

Each Therapy Form is linked on a one-to-one basis with a Therapy Plan in NCIS Med. The Therapy Plan is like the prescription for a given regimen or line of treatment and governs: prescribing, verification, preparation/dispensing and administration.

When you transition in patient context from the Therapy Form to the Therapy Plan in NCIS Med the linkage will be established and information will move between them.

#### 4.4 Example NCIS Record



## 5 What it Transitioning and why is it important?

Most users will Login to NCIS Chart when they use NCIS. To move from NCIS Chart to NCIS Med you need to transition between them, there are two types of transition:

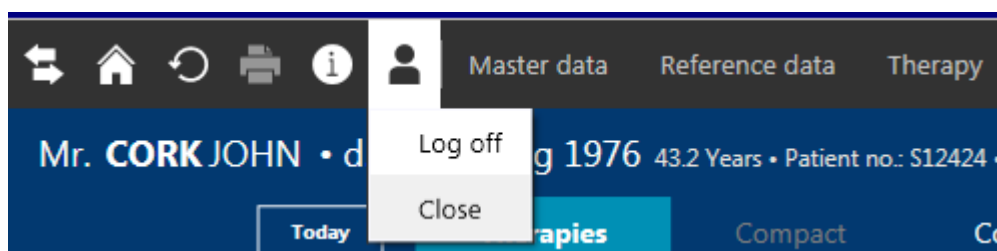
### 5.1 Transitioning in Patient Context

When creating a new Therapy Plan for a patient you will need to transition in patient context. This is important as it creates the linkage between the Therapy Form in NCIS Chart and the Therapy Plan in NCIS Med. In most cases you will only need to do this once at the time of creation of each Therapy Plan.

To transition in patient context click the NCIS Med button in the patients Therapy Form.



When in NCIS Med in patient context you will only be able to work with that patient. To work with a new patient you must close NCIS Med and transition out of patient context or open a new patient and transition in patient context.



### 5.2 Transitioning Out of Patient Context

If you intend to work with multiple patients in NCIS Med who have already had their Therapy Plans created you may transition out of patient context.

To transition Out of Patient context click NCIS Med from the My Workspace screen in NCIS Chart



## 6 Can I access and view a case from another hospital?

If a patient's tumour case is in another hospital but they have a PAS record in your own hospital you may access their NCIS record.

This is described in NCIS as either "Shared Care" or "Transfer of Care".

### 6.1 Shared Care

Shared care is when a patient's tumour case is accessed from a second hospital but the tumour case remains in the original hospital. For example when a patient's main treatment is to remain in the original hospital and a second hospital is giving part of the treatment.

The case is accessed through Chart and the facility of the Tumour Form is changed to ensure the correct local patient ID is shown in NCIS Med.

For details about working with patients across multiple sites, refer to the NCIS Multi-Site patient quick guide.

### 6.2 Transfer of Care

Transfer of care is when a patient's tumour case is transferred to a second hospital as they are taking over the patient cancer care. For example a patient is discussed at MDM in one hospital and then moved to another for treatment, or a patient starts treatment in one hospital but then moves to another.

The case is transferred using Chart by the receiving hospital pulling the case across. There must be local governance arrangements in place to ensure cases are only transferred with agreement from both hospitals.

For details about working with patients across multiple sites refer to the NCIS Quick Guide for Creating, Sharing and Transferring Tumour Cases (NCISTRAIN19).