





NCIS Training Guide

Site Label Configuration

Document Ref: NCIS_TRAIN_24

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1. Background

NCIS Med has labels imported into the system ready for use at sites. Each preparation site needs to select the label configuration they wish to use; there are also some local settings that can be adjusted. This guide explains how labels can be configured at each hospital.

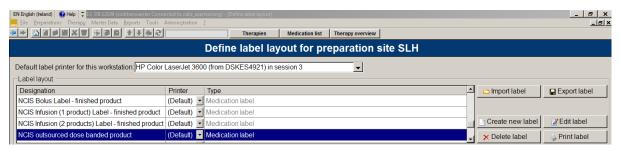
2. Define Label Layout

The label settings can be accessed by clicking on the preparation tab in NCIS.Med and clicking 'define label layout'. This setting can only be accessed by users with the role of NCIS_Pharmacist, NCIS_Pharmacy Technician.

3. Configured Labels

The first section of the screen contains the 'designations' or configured labels. The NCIS medication labels have been configured according to the recommended minimum labelling requirements for pharmacy prepared chemotherapy preparations (appendix 10 of the NCCP Oncology Medication Safety Review Report). These labels are configured globally and cannot be edited by the local site.

Appendix 1 lists the types of labels that need to be defined in NCIS.Med and the different configurations available.



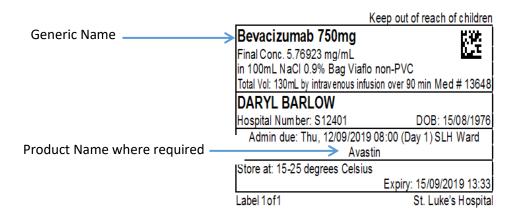
3.1.NCIS Labels

There are two formats of NCIS label available, the main difference between them is whether the Generic Name or Brand Name of the medication is at the top of the label. The two options are:

NCIS INN only label

This label uses the Generic (active ingredient) name at the top of the label. Where a product name is required, e.g. a monoclonal antibody this is included as a comment on the label.

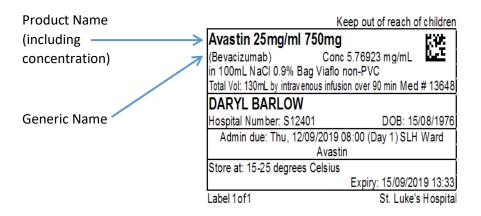
Below is an example of this label for a single medication infusion (label name: NCIS infusion (1 product) INN only V1 05.05.20.



NCIS Version 3 label (product name)

This label uses the Brand (product) name at the top of the label. Of note as the Brand (product) Name includes its concentration this is also included on the label.

Below is an example of this label for a single medication infusion (label name: NCIS infusion (1 product) V3 05.05.20.



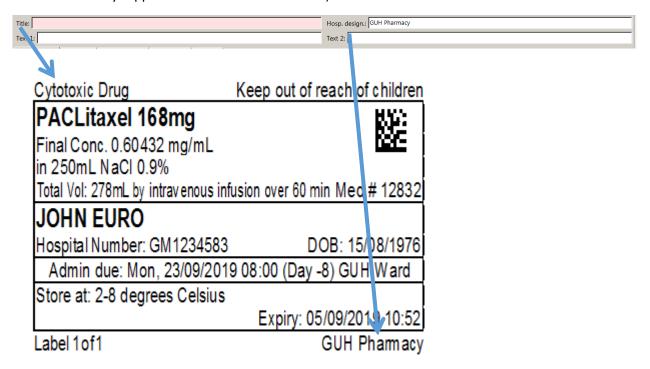
CATO Default Labels

NCIS.Med also includes several default labels that come with the BD CATO system. Some of these labels are the only option available as there are no NCIS specific labels developed (e.g. Remainder Labels), see appendix 1.

It is possible to use BD CATO labels as the default label for your site, however it should be noted that only NCIS labels have been configured with consideration of the Medication Safety Report recommendations.

4. Local Settings

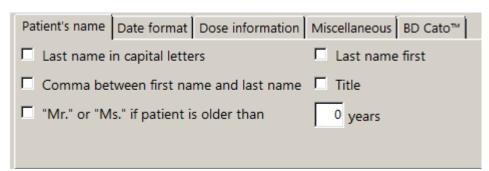
The middle section of the label settings has some options that can be defined locally per preparation site. There are 4 fields displayed. The only one that is currently used in NCIS for the labels is 'hosp. design.' This field contains the name of the preparation site, i.e. the hospital pharmacy dept. This can be filled in to display as the hospital site wishes it to appear on the label. Of note the title field can be completed and will appear in the top left corner of NCIS labels, but only if no other Title has been defined in the drug file (e.g. for Cytotoxic drugs this is defined in the drug file and will always appear in this section of the label).



Next there are 5 separate tabs. If the field mentioned in the tab is used on a label then certain choices can be made e.g. Last name –tick if the last name should appear in capitals. The options that are ticked in the screen shots below are suggested settings to optimise layout of NCIS configured labels however not all local settings in these tabs can be applied to the NCIS defined labels, but will work with CATO default labels. Changes that are made here will only apply to labels for medications prepared or dispensed by the local preparation site.

Patient's name

NCIS suggested Settings:

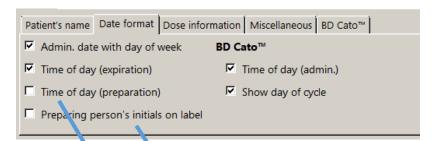


Using CATO Default label with all setting ticked:

Cytotoxic Drug – Proteasome Inhibit	or GUH Pharmacy		
Mr. EURO, JOHN	Pat. # GM1234583		
d.o.b. 15/08/1976	Oncology Haematology Day Ward		
Velcade 2.75mg			
Bortezomib	Lot: 651651561		
No vehicle	Vol.: 1.1mL		
Admin.: Sat, 12/10/2019 08:00 (Day -7)			
Administration: by subcutaneous injection over 20 min			
For subcutaneous use only. Fatal if give	n by other routes. Med.# 13052		
15-25 degrees Celsius			
Expiring at: 04/09/2019 18:10	Prep.: 04/09/2019		

Date format

NCIS suggested Settings:



Adding additionals to Default CATO label:

Cytotoxic Drug	GUH Pharmacy			
JOHN EURO d.o.b. 15/08/1976	Pat. # GM1234583 GUH Ward			
PACLitaxel Accord 162mg				
PACLitaxel	Lot: 2398471238947			
in 250mL NaCl 0.9%	Vol.: 278mL			
A dmin.: Mon, 23/09/2019 08:00 (Day -8)				
Administration: by intravenous infusion over 60 min				
	Med.# 12832			
2-8 degrees Celsius	4			
Expiring at: 05/09/2019 10:52 F	rep.: 04/09/2019 10:52 by GrCar / TPH1			

Dose Information:

NCIS suggested Settings:

Patient's name Date format	Dose information Miscellaneous BD Cato™
For BD Cato™:	For BD Cato™ TPN:
Actual and Ordered	C Prescribed volume
 Only Ordered 	O Dose in prescribed unit With overfill
Ordered and Volume	C Unit and volume

Actual and Ordered:

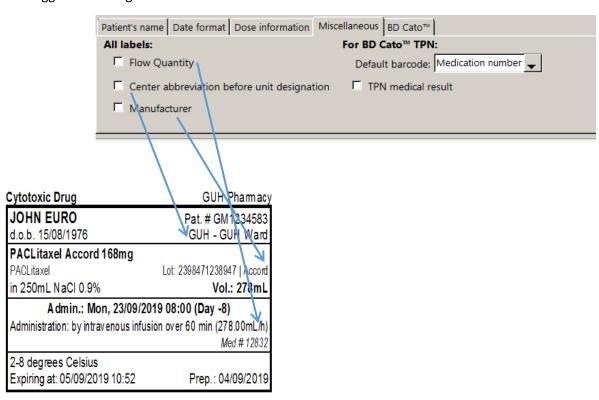
Cytotoxic Drug	GUH Pharmacy			
JOHN EURO	Pat. # GM1234583			
d.o.b. 15/08/1976	GUH Ward			
PACLitaxel Accord 168mg (Target: 168mg)				
PACLitaxel	Lot: 2398471238947			
in 250mL NaCl 0.9%	Vol.: 278mL			
Admin.: Mon, 23/09/2019 08:00 (Day -8)				
Administration: by intravenous	infusion over 60 min			
	Med.# 12832			
2-8 degrees Celsius				
Expiring at: 05/09/2019 10:52	Prep.: 04/09/2019			

Ordered and Volume:

Cytotoxic Drug	GUH Pharmacy		
JOHN EURO	Pat. # GM1234583		
d.o.b. 15/08/1976	GUH Ward		
PACLitaxel Accord 168mg (28mL)			
PACLitaxel	Lot: 2398471238947		
in 250mL NaCl 0.9%	Vol.: 278mL		
Admin.: Mon, 23/09/2019 08:00 (Day -8)			
Administration: by intravenous infusion over 60 min			
	Med.# 12832		
2-8 degrees Celsius			
Expiring at: 05/09/2019 10:52	Prep.: 04/09/2019		

Miscellaneous

NCIS suggested settings:



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BD Cato

NCIS suggested Settings:

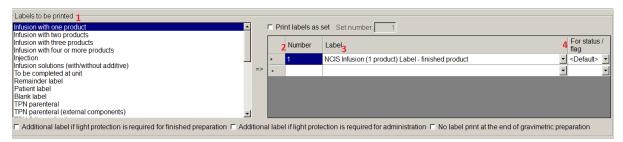
Patient's name Date format	Dose information Miscellaneous BD Cato™
☐ Container designation	☐ Print expiration only if it is shorter than 24.0 Hours
✓ Vehicle volume	✓ Medication number
Lot no. of vehicle	
Administration hint	

Cytotoxic Drug		G	BUH Pharmacy
JOHN EURO d.o.b. 15/08/1976		Pat. #	# GM 1234583 GUH Ward
PACLitaxel Accord	68mg		
PACLitaxel	4	Lot:	2398471238947
in 250mL NaCl 0.9% (3219847132	894172098) Ba	gViaflonon-PVC	Vol.: 278mL
Admin.: Mon, 23/09/2019 08:00 (Day -8)			
Administration: by intravenous infusion over 60 min			
			Med.# 12832
2-8 degrees Celsius			
Expiring at: 05/09/2019	10:52	Prep	.: 04/09/2019

Container Description appears on NCIS Labels

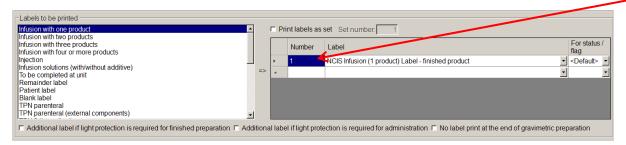
5. Assigning Labels to be printed

The last section of the screen assigns the labels to be printed:



In the above example where a medication is 1 an infusion with 1 product, 2 1 label will print with the template 3 'NCIS Infusion (1 product) Label – finished product' at the time of the 4 default setting (confirmation of preparation for prepared products or confirmation of dispense for dispensed products).

The number of labels to be printed for each medication can be determined locally per preparation site here



For all label types together, rules can be set for the printing of additional labels, depending on the light protection required for the medication (this is built into the drug file for each product).

If light protection is required for either the finished preparation or administration, this can be selected at the bottom of the screen:

🗸 Additional label if light protection is required for finished preparation 🗸 Additional label if light protection is required for administration

Appendix 1 lists the type of labels that need to be assigned and the options available.

Appendix 1: Label Types to be assigned with configuration options

Label Type	Description	Options
Infusion with one product	Final label for a Prepared Infusion with	NCIS infusion (1 product) INN only
	one drug	
		NCIS infusion (1 product)
		Cato 1 product
Infusion with two products	Final label for a Prepared Infusion with	NCIS infusion (2 products) INN only
	two drugs	NGIS in first on (2 man durate)
		NCIS infusion (2 products)
		Cato 2 products
Infusion with three products	Final label for a Prepared Infusion with	NCIS infusion (3 products) INN only
asiaasiaasiaasiaasiaasiaasiaasiaasiaasiaasiaasiaasiaasiaasiaa	three drugs	The state of the s
		NCIS infusion (3 products)
		, , ,
		Cato 3 products
Injection	Final label for a Prepared bolus	NCIS bolus INN only
	injection	
		NCIS bolus
		Cato bolus
Remainder Label	Label to attach to remainders during	Cato remnant
	storage	
Patient Label	Outer bag label	Cato patient
Pre-prep label: injection	In isolator preparation label for a bolus	NCIS – in isolator bolus
	injection	
Pre-prep label: infusion with one product	In isolator preparation label for an	NCIS – in isolator infusion (1 product)
<u> </u>	infusion with one drug	NGIS : : I : : (2 I I I)
Pre-prep label: infusion with two products	In isolator preparation label for an	NCIS – in isolator infusion (2 products)
Dra aran labal, infusion with three	infusion with two drugs	NCIC in ignitude influcion /2 mgs duets
Pre-prep label: infusion with three products	In isolator preparation label for an infusion with three drugs	NCIS – in isolator infusion (3 products)
Dispensed Medications	Final label for a dispensed product of	NCIS dispensed
Dispensed iviedications	·	NCIS dispensed
	any type	

Appendix 2 – Example Labels

Infusion with 1 Product

NCIS infusion (1 product) INN only V1 05.05.20:

Keep out of reach of children

Roop out of rough of officer			
Bevacizumab 750mg	は後		
Final Conc. 5.76923 mg/mL	<u>□-</u> ⊑		
in 100mL NaCl 0.9% Bag Viaflo r			
Total Vol: 130mL by intravenous infusion	on over 90 min Med # 13648		
DARYL BARLOW			
Hospital Number: S12401	DOB: 15/08/1976		
Admin due: Thu, 12/09/2019 0	8:00 (Day 1) SLH Ward		
Avastin			
Store at: 15-25 degrees Celsius			
_	Expiry: 15/09/2019 13:33		
Label 1 of 1	St. Luke's Hospital		

NCIS infusion (1 product) V3 29.11.19:

Keep out of reach of children

Avastin 25mg/ml 750mg	谜			
(Bevacizumab) Conc	5.76923 mg/mL	<u> </u>		
in 100mL NaCl 0.9% Bag Viaflo i		l		
Total Vol: 130mL by intravenous infusion	Total Vol: 130mL by intravenous infusion over 90 min Med # 13648			
DARYL BARLOW				
Hospital Number: S12401	DOB: 15	/08/1976		
Admin due: Thu, 12/09/2019 08:00 (Day 1) SLH Ward				
Avastin				
Store at: 15-25 degrees Celsius				
	Expiry: 15/09/20	19 13:33		
Label 1 of 1	St. Luke's	Hospital		

Cato 1 product:

St. Luke's Hospital

Pat. # S12401			
SLH Ward			
Avastin 25mg/ml 750mg (30mL)			
Lot: 23948398341328947			
-PVC Vol.: 130mL			
Admin.: Thu, 12/09/2019 08:00 (Day 1)			
Administration: by intravenous infusion over 90 min			
Med.# 13648			
Prep.: 13/09/2019			

Infusion with 2 Products

NCIS infusion (2 products) INN only V1 05.05.20:

Cytotoxic Drug Keep out of reach of children DOXOrubicin 17.6mg 0.01666 mg/ml #12 vinCRIStine 0.7mg 0.00066 mg/ml. in 1000mL NaCl 0.9% Total Vol: 1056.5mL by intravenous infusion over 24 hMed # 26823 JOHN KILDARE Hospital No: GM1234629 DOB: 15/08/1976 MUH Ward Admin due: 05/05/2020 22:00 (Day 1) Warning neurotoxic drug: For intravenous use only Store at: 2-8 degrees Celsius Protect from Light Expiry: 05/05/2020 17:32 Label 1 of 1 Mayo Hospital

NCIS infusion (2 products) V3 02.12.19:

Cytotoxic Drug Keep out of reach of children

DÓXOrubicin 2 mg/mL Teva 17.6mg (DOXOrubicin) 0.01666 mg/mL vinCRIStine 1 mg/mL Hospira 0.7mg (vinCRIStine) 0.00066 mg/mL

in 1000mL NaCl 0.9%

Total Vol: 1056.5 mL by intravenous infusion over 24 hMed # 26823

JOHN KILDARE Hospital No: GM1234629

DOB: 15/08/1976 Hospital No: GM1234629

MUH Ward

Admin due: 05/05/2020 22:00 (Day 1)

Warning neurotoxic drug: For intravenous use only

Store at: 2-8 degrees Celsius
Protect from Light Expiry: 05/05/2020 17:32

Label 1 of 1 Mayo Hospital

Cato 2 products:

Cytotoxic Drug	Mayo Hospita
KILDARE JOHN	Pat. # GM1234629
d.o.b. 15/08/1976	MUH Ward
DOXOrubicin 2 mg/mL Teva 17.6mg (Target: 17.6mg)	
DOXOrubicin	Lot: 1251515 Teva NLD
vinCRIStine 1 mg/mL Hospira 0.7mg (Target: 0.7mg)	
vinCRIStine L	ot: 151351 Pfizer Ireland
in 1000mL NaCl 0.9%	Vol.: 1056.5mL
Admin.: 05/05/2020 22:00 (Day 1) by intravenous infusion over 24 h	
Warning neurotoxic drug: For intravenous use	only Med.# 26823
2-8 degrees Celsius - Light protection	
Expiring at: 05/05/2020 17:32 Prep.: 05/0	5/2020 17:32 by TPH2 / COL2

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Review Date:24/08/2022

Infusion with 3 Products

NCIS infusion (3 products) INN only V1 05.05.20:

Keep out of reach of children Cytotoxic Drug DOXOrubicin 17.6mg 0.01659 mg/ml > ... Etoposide 88m g 0.08295 mg/mL L vinCRIStine 0.7mg 0.00066 mg/mL in 1000mL NaCl 0.9% Total Vol: 1060.9mL by intravenous infusion over 24 hMed # 26824 JOHN KILDARE Hospital No: GM1234629 DOB: 15/08/1976 MUH Ward Admin due: 05/05/2020 23:00 (Day 1) Warning neurotoxic drug: For intravenous use only Store at: 2-8 degrees Celsius Protect from Light Expiry: 05/05/2020 17:34 Label 1 of 1 Mayo Hospital

NCIS infusion (3 products) V3 02.12.19:

Cytotoxic Drug Keep out of reach of children DOXOrubicin 2 mg/mL Teva 17.6mg (DOXOrubicin) 0.01659 mg/mL >>>> Etoposide 20 mg/mL Actavis 88mg (Etoposide) 0.08295 mg/mL ... vinCRIStine 1 mg/mL Hospira 0.7mg (vinCRIStine) 0.00066 mg/mL in 1000mL NaCl 0.9% Total Vol: 1060.9 mL by intravenous infusion over 24 hMed # 26824 JOHN KILDARE Hospital No: GM1234629 DOB: 15/08/1976 MUH Ward Admin due: 05/05/2020 23:00 (Day 1) Warning neurotoxic drug: For intravenous use only Store at: 2-8 degrees Celsius Protect from Light Expiry: 05/05/2020 17:34 Label 1 of 1 Mayo Hospital

Cato 3 products:

Cytotoxic Drug	Mayo Hospita
KILDARE JOHN	Pat. # GM1234629
d.o.b. 15/08/1976	MUH Ward
DOXOrubicin 2 mg/mL Teva 17.6mg (Target: 17.6mg)	
DOXOrubicin	Lot: 1251515 Teva NLD
Etoposide 20 mg/mL Actavis 88mg (Target: 88mg)	
Etoposide	Lot: 3631636 Actavis
vinCRIStine 1 mg/mL Hospira 0.7mg (Target: 0.7mg)	
vinCRIStine	Lot: 151351 Pfizer Ireland
in 1000mL NaCl 0.9%	Vol.: 1060.9mL
Admin.: 05/05/2020 23:00 (Day 1) by intravenous infusion over 24 h	
2-8 degrees Celsius - Light prote	ection! Med.# 26824
Expiring at: 05/05/2020 17:34	Prep.: 05/05/2020 17:34 by TPH2 / COL2

Injection

NCIS bolus INN only V1 05.05.20:

Cytotoxic Drug - Proteasome Inhibitor Keep out of Reach of Children

Bortezomib 2.75mg Final Conc 2.5 mg/mL Vol: 1.1mL by subcutaneous injection Med # 13052 JOHN EURO Hospital No:GM1234583 DOB: 15/08/1976 Admin due: Sat, 12/10/2019 08:00 (Day-7)Oncology Haematology Day Ward For subcutaneous use only. Fatal if given by other routes. Store at: 15-25 degrees Celsius Expiry: 04/09/2019 18:10 Label 1 of 1 GUH Pharmacy

NCIS bolus V3 02.12.19:

Cytotoxic Drug - Proteasome Inhibitor Keep out of Reach of Children

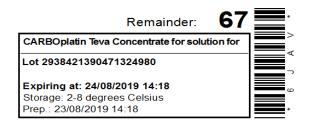
Velcade 2.	75mg	<u> </u>
(Bortezomib)	Conc 2.5 mg	g/mL 🚉
Vol: 1.1mL	by subcutaneous injection	Med # 13052
JOHN EUR	0	
Hospital No	:GM1234583	DOB: 15/08/1976
Admin due: Sat, 12/10/2019 08:00 (Day-7)Oncology Haematology Day Ward		
For subcutane	eous use only. Fatal if give	en by other routes.
Store at: 15-25 degrees Celsius		
	Expiry	: 04/09/2019 18:10
Label 1 of 1		GUH Pharmacy

Cato bolus:

Cytotoxic Drug – Proteasome Inhibit	or GUH Pharmacy
JOHN EURO	Pat. # GM 1234583
d.o.b. 15/08/1976	Oncology Haematology Day Ward
V elcade 2.75m g	
Bortezomib	Lat: 651651561
BOLUS No vehicle	Vol.: 1.1mL
Admin.: Sat, 12/10/2019 08:00 (Day -7)	
Administration: by subcutaneous injection over 20 min	
For subcutaneous use only. Fatal if given	n by other routes. Med.# 13052
15-25 degrees Celsius	
Expiring at: 04/09/2019 18:10	Prep.: 04/09/2019

Remainder Label

Cato remnant:



Patient Label

Cato patient:



Dispensed Medications

NCIS dispensed products V4 05.05.20:

Cytotoxic Drug	Keep out of reach of children
PACLitaxel 108mg	www
PACLitaxel IV Infusion (DB) in 250mL NaCl 0.9%	
Dispensed as: 1 x 108mg	Page 1
by intravenous infusion over 6	0 min Med #: 12898
JOHN EURO	
Hospital No: GM1234583	DOB: 15/08/1976
Admin due: 10/09/2019 08:0	00 (Day 8) GUH Ward
Storage: As per product label	
Light Protection: As per product label	Expiry: As per product label
Label number: 1 of 1	Mayo Hospital

Pre-prep label: injection

NCIS – in isolator bolus V2 27.11.19:

IN-ISOLATOR PREPARATION LABEL

JOHN EURO # GM1234	583	100 mg/s
Planned Prep: 04/09/2019 Admin Due: Sat, 12/10/2019 08	3:00	Med#13052
Velcade 2.75mg Volume to draw up: 1.1mL		
In a syringe		
by subcutaneous injection		
Storage: 15-25 degrees Celsius	Time Prepared:	
	Preparer:	
	Check:	

Pre-prep label: infusion with one product

NCIS – in isolator infusion (1 product) V2 27.11.19:

IN-ISOLATOR PREPARATION LABEL

JOHN EURO #GM12345	583
Planned Prep: 04/09/2019	<u>uar-</u>
Admin Due: Mon, 23/09/2019 0	08:00 Med#12832
PACLitaxel Accord 168mg Volume to add to bag: 28mL	
Add volume to NaCl 0.9% 250 mL	
by intravenous infusion	
Storage: 2-8 degrees Celsius	Time Prepared:
	Preparer:
	Check:

Pre-prep label: infusion with two products

NCIS – in isolator infusion (2 products) V3 08.06.20

IN-ISOLATOR PREPARATION LABEL

MARY QURESHI #51803 Planned Prep: 31/07/2020	32
Admin Due: Fri, 31/07/2020 18	:00 Med#24084
DOX Orubicin 2ml/mL Teva 24m	g Volume to add to bag: 12mL
vinCRIStine Hospira 0.7mg Volume to add to bag: 0.7mL	
Add volume to NaCl 0.9% 1000 mL	
by intravenous infusion	
Storage: 2-8 degrees Celsius	Time Prepared:
Protect from Light	Preparer:
	Check:

Pre-prep label: infusion with three products

NCIS – in isolator infusion (3 products) V3 08.06.20

IN-ISOLATOR PREPARATION LABEL

MARY QURESHI # 5180	32
Planned Prep: 31/07/2020	<u> </u>
Admin Due: Fri, 31/07/2020 18	:00 Med#24083
Etoposide Teva 120mg Volume to add to bag: 6mL	
DOXOrubicin 2ml/mL Teva 24mg Volume to add to bag: 12mL	
vinCRIStine Hospira 0.7mg Volume to add to bag: 0.7mL	
Add volume to NaCl 0.9% 1000 mL	
by intravenous infusion	
Storage: 2-8 degrees Celsius	Time Prepared:
Protect from Light	Preparer:
	Check: