NCIS Training Guide

Site Label Configuration

Document Ref: NCIS_TRAIN_24

National Cancer Control Programme
NCIS_TRAIN_24
Site Label Configuration

Document/Version no: NCIS_Train_24/1
Date: 24/08/2020
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Contents

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.

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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.

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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 Inhibitor	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 given 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:

Patient's name | **Date format** | Dose information | Miscellaneous | BD Cato™

☑ Admin. date with day of week   **BD Cato™**

☑ Time of day (expiration)   ☑ Time of day (admin.)

☐ Time of day (preparation)   ☑ Show day of cycle

☐ Preparing person's initials on label

Adding additionals to Default CATO label:

Cytotoxic Drug	GUH Pharmacy
JOHN EURO	Pat. # GM1234583
d.o.b. 15/08/1976	GUH Ward
PACLitaxel Accord 16?mg	
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 10:52 by GrCar / TPH1	

Dose Information:

NCIS suggested Settings:

Actual and Ordered :　　　　　　　　　　　　　Ordered and Volume:

Miscellaneous

NCIS suggested settings:

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BD Cato

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NCIS suggested Settings:

Container Description appears on NCIS Labels

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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:

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

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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 one drug	NCIS infusion (1 product) INN only NCIS infusion (1 product) Cato 1 product
Infusion with two products	Final label for a Prepared Infusion with two drugs	NCIS infusion (2 products) INN only NCIS infusion (2 products) Cato 2 products
Infusion with three products	Final label for a Prepared Infusion with three drugs	NCIS infusion (3 products) INN only NCIS infusion (3 products) Cato 3 products
Injection	Final label for a Prepared bolus injection	NCIS bolus INN only NCIS bolus Cato bolus
Remainder Label	Label to attach to remainders during storage	Cato remnant
Patient Label	Outer bag label	Cato patient
Pre-prep label: injection	In isolator preparation label for a bolus injection	NCIS – in isolator bolus
Pre-prep label: infusion with one product	In isolator preparation label for an infusion with one drug	NCIS – in isolator infusion (1 product)
Pre-prep label: infusion with two products	In isolator preparation label for an infusion with two drugs	NCIS – in isolator infusion (2 products)
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 any type	NCIS dispensed

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Appendix 2 – Example Labels

Infusion with 1 Product

NCIS infusion (1 product) INN only V1 05.05.20:

```
                              Keep out of reach of children
Bevacizumab 750mg                            [datamatrix]
Final Conc. 5.76923 mg/mL
in 100mL NaCl 0.9% Bag Viaflo non-PVC
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: 15/09/2019 13:33
Label 1of1                        St. Luke's Hospital
```

NCIS infusion (1 product) V3 29.11.19:

```
                              Keep out of reach of children
Avastin 25mg/ml 750mg                        [datamatrix]
(Bevacizumab)           Conc 5.76923 mg/mL
in 100mL NaCl 0.9% Bag Viaflo non-PVC
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: 15/09/2019 13:33
Label 1of1                        St. Luke's Hospital
```

Cato 1 product:

```
                              St. Luke's Hospital
DARYL BARLOW                    Pat. # S12401
d.o.b. 15/08/1976                  SLH Ward
Avastin 25mg/ml 750mg (30mL)
Bevacizumab              Lot: 23948398341328947
in 100mL NaCl 0.9% Bag Viaflo non-PVC   Vol.: 130mL
     Admin.: Thu, 12/09/2019 08:00 (Day 1)
   Administration: by intravenous infusion over 90 min
Avastin                         Med.# 13648
15-25 degrees Celsius
Expiring at: 15/09/2019 13:33      Prep.: 13/09/2019
```

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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
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
DOXOrubicin 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: 1056.5mL 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
```

Cato 2 products:

```
Cytotoxic Drug                        Mayo Hospital
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              Lot: 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.: 05/05/2020 17:32 by TPH2 / COL2
```

Infusion with 3 Products

NCIS infusion (3 products) INN only V1 05.05.20:

```
Cytotoxic Drug              Keep out of reach of children
DOXOrubicin 17.6mg              0.01659 mg/mL
Etoposide 88mg                  0.08295 mg/mL
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: 1060.9mL 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
```

Cato 3 products:

```
Cytotoxic Drug                        Mayo Hospital
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 protection!        Med.# 26824
Expiring at: 05/05/2020 17:34    Prep.: 05/05/2020 17:34 by TPH2 / COL2
```

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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
(Bortezomib)   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

Cato bolus:

Cytotoxic Drug – Proteasome Inhibitor   GUH Pharmacy

JOHN EURO   Pat. # GM1234583
d.o.b. 15/08/1976   Oncology Haematology Day Ward

Velcade 2.75mg
Bortezomib   Lot: 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 by other routes.   *Med.# 13052*

15-25 degrees Celsius
Expiring at: 04/09/2019 18:10   Prep.: 04/09/2019

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Remainder Label

Cato remnant:

Remainder: **67**

CARBOplatin Teva Concentrate for solution for

Lot 2938421390471324980

Expiring at: 24/08/2019 14:18
Storage: 2-8 degrees Celsius
Prep.: 23/08/2019 14:18

Patient Label

Cato patient:

Pat. # GM1234583   GUH Pharmacy

JOHN EURO
d.o.b. 15/08/1976

GUH Ward

* G M   1 2 3 4 5 8 3 *

Dispensed Medications

NCIS dispensed products V4 05.05.20:

Cytotoxic Drug   Keep out of reach of children

PACLitaxel 108mg
PACLitaxel IV Infusion (DB) in 250mL NaCl 0.9%
Dispensed as: 1 x 108mg
by intravenous infusion over 60 min   Med #: 12898

JOHN EURO
Hospital No: GM1234583   DOB: 15/08/1976

Admin due: 10/09/2019 08:00 (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

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Pre-prep label: injection

NCIS – in isolator bolus V2 27.11.19:

IN-ISOLATOR PREPARATION LABEL

JOHN EURO # GM1234583	
Planned Prep: 04/09/2019	
Admin Due: Sat, 12/10/2019 08:00	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 #GM1234583	
Planned Prep: 04/09/2019	
Admin Due: Mon, 23/09/2019 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 #518032	
Planned Prep: 31/07/2020	
Admin Due: Fri, 31/07/2020 18:00	Med # 24084
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:

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Pre-prep label: infusion with three products

NCIS – in isolator infusion (3 products) V3 08.06.20   15 | P a g e

IN-ISOLATOR PREPARATION LABEL

MARY QURESHI # 518032	
Planned Prep: 31/07/2020	
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: