



# NCIS GUIDE Pharmacy Transcription Pathway

#### 1. Background

A number of hospital Pharmacy Departments have existing software systems to support Pharmacy Department compounding and dispensing of drugs. This includes drugs compounded for patients with and without a cancer diagnosis.

NCIS.Med supports Pharmacy Department compounding and dispensing of compounded products. A patient must have a Tumour Case created, Therapy Plan assigned and Pharmacist Verified to allow the product to be prepared (compounded).

Preparation of products for patients without a diagnosis of cancer is facilitated in NCIS by allowing Pharmacy Department staff to create therapy plans based on the paper prescription, i.e. to transcribe the prescription into NCIS.

The NCIS Implementation Board, acting in their agreed role as information governance board, have approved the transcription workflow. This workflow is intended to allow certain pharmacy users to "transcribe" a paper prescription into NCIS to allow preparation within NCIS.Med, while the valid prescription, or order, remains outside of NCIS (e.g. paper requisition or Kardex).

It is important to note that the permissions for Transcription pharmacists necessitate users having the ability to physician verify medications, and it is not necessarily possible to limit this permission to transcription medication only. Users are reminded this document is intended as a guide only for the purposes of supporting the transcription process. Local workflows in conjunction with policies and procedures should be in place to ensure a robust checking process for the transcription process.

An independent Data Privacy Impact Assessment (DPIA) has been undertaken for NCIS, considering also the cohort of patients covered by this workflow. The DPIA noted that these records will form part of the longitudinal record but will only be accessible to users if the patient is registered on that hospitals PAS system.

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.

## User Setup – Completed by Local Administrator 2.1 NCIS.Med

Transcription users require two user accounts, one for their day-to-day work and another for transcription. User setup is the responsibility of users with Local Administrator permission. See the NCIS Guide for Setting up Users for more detailed information, but below summarises the accounts required:

The user group "NCIS Transcription Pharmacist" must be assigned to the pharmacy staff account which is used for the transcription process. This user group is assigned the Med license to permit the user to physician verify medications.

It is strongly advised to include some text within the user name for the transcription account to indicate that it is used for transcription. An example is shown in figure 1 below.

Users	
Can log on a	s user   Ordering physician
Last name:	Pharmacy Transcription - See paper prescription
First name:	John Smith
Abbreviation:	See Paper Prescription Title:
UID:	
Physician numbe	er:
User registration	Unit assignment Preparation site assignment Personal data License administratic 💶 🕨
Group:	NCIS_Transcription_Pharmacist
Login:	Train_transcription
Password:	***************************************
Confirmation:	**********************
Barcode:	
	Password does not expire
	Do not block account when inactive
Free text:	

Figure 1: Example transcription user setup.

To preclude the possibility of a transcription user inadvertently commencing a patient on a SACT regimen rather than setting the unit assignment of a user to the entire SPEC and Hospital unit, the user should only be assigned the specific unit SPEC – transcription only. An example is shown in Figure 2 and also described below:

- **SPEC Transcription Only**: This unit contains the transcription regimen required to plan a therapy, it does not contain any National regimens so the user cannot plan those for a patient.
- TRN Training Ward (assign your own hospital here): This is the "dummy" unit assignment that is
   automatically assigned to your patients when a case is created, this allows you to work with the patient in
   NCIS.Med. It will always be in the form of "Hospital Abbreviation Hospital Abbreviation Ward", e.g. GUH –

GUH Ward, SJH – SJH Ward, (note the TRAIN - Training Ward unit used here is only available in Training and is given as an example.

Places of Delivery and Cost Centres: It is possible to set up either a generic place of delivery and/or cost centre for transcription users/patients or use only specific ones. Below is an example of generic place of delivery (TRN – Training – Non SACT Infusion Room) and Cost Centre (TRN – Training – Non SACT Consultant)

Can log on as	user				Ordering physician
Last name:	Pharmacy Transc	ription - See pa	per prescription		
First name:	John Smith				
Abbreviation:	See Paper Prescr	ription	Title:		
UID:					
Physician number	:				
User registration	Unit assignment	Preparation site	e assignment Pers	onal data Lic	ense administrati
Cost center:					Û
Center / unit:					Û
					Add Delete
Designation					
SPEC - Transcrip	otion Only				
TRN - Training -	Non SACT Consu	ltant			
TRN - Training -	Non SACT Infusio	on Room			
TRN - Training V	Ward				

Figure 2: Example unit assignment for a transcription user

#### 2.2 NCIS.Chart

The NCIS.Chart user setup is as normal, using the permissions for Doctor/Documentary.

c37.CancerCenter			Online: superadministator grant carroll
Personnel User Cha	nge password Default entries Study	management Exports Administration	🚷 🗞 🊯 🕩 (  Helpi
User Pharmacy Tran	scription-see paper script John Smith		
NCIS ID	765		
Salutation	V	Corresponding med. personnel	
Title		Keine	
Surname	Pharmacy Transcription-see p	Limit access to the following user's patients	
First name	John Smith	Keine	
E-Mail address		Consultation group	
Phone number (E.164 recommendation)			
Facility	Training Hospital	Scheduled access control from to	]
Language	×	Restriction to tumor conference	
Acronym		☑ active	
1 User identification	n		
User identification	Train_transcription	LDAP	
Password		Repeat password	
Password must be chi	anged on next login.		
User may only view a	nonymised patients		
Alternative HIS ID			

Figure 3: Example NCIS.Chart user setup

## 3. Creating a Case – Completed by Transcription User

Login with your transcription account and create a case as normal using NCIS.Chart. Click Search/Add and search for the patient as shown below

c37.CancerCenter Training					Or J.
My Workspace Work lis	ts Follow-up care				(
Patients list Search/Add	case List of HIS patients				þ
Search/Add patient					
Please enter last name, f	irst name or date of birth				
Surname 🧕	ewald				
First name	chelsea				
Date of Birth	19.08.1951				
Health insurance number					
or use a Hospital ID					
Hospital ID					
Search Emergency acc	ess				
The following patients were	e found				
NCIS ID Hospital ID Name		Date of birth gender	Address	Hospital	
517877 (TRN) Ms EWA	ALD, CHELSEA	19.08.1951 (f)	331 Creekside Court Buckeye AMMUNITION THOMASTOWN TIPPERARY Munster	MPI	

Figure 4: Searching for a patient

Click on the search return and select create new case. It is advisable to enter either a non-cancer diagnosis or the unspecifed diagnosis (R69) as shown below. This will be helpful when running reports and differentiating transcription cases from SACT/cancer cases.

Click New case

1 r	Add a new Docu	nent		×
as	Surname Date of initial diagnosis Diagnosis Hospital	EWALD, CHELSEA (19.08.1951)          23.04.2021       IIII         R69       *         Unknown and unspecified         Training	ed causes of morbidity	
ce		New case	Close	
ita				

Figure 5: Entering a diagnosis for the new case

#### Confirm the correct information has been imported from the PAS/MPI and click save to create the case

Personal infe	prmation			
Title Prefix Surname First name Surname at birth Date of Birth Gender Marital status Ethnicity	Ms EWALD CHELSEA 19.08.1951 female	Postal address Eircode County Telephone Telephone (busine Telephone (mobile E-mail address	331 Creekside Court Buckeye AMMUNITION HOMASTOWN AB34 4UW 2923458 ess) e)	

Figure 6: Confirm personal information and click save to create the case

To create a Therapy Form for the patient click on the Therapy Tab and choose "Therapy (NCIS med)" from the Add drop down box.

Trai	ining	D.O.B. 19 NCIS ID 99 Hospital ID 5	19.08.1951 (69) 99999000035 517877 (TRN) 🕦
Gene	ral info Diagnostics	Conference Assessment Therapy Communication	
Gene Add:	- Please choose Therapy (NCIS med)	Conference Assessment Therapy Communication Document upload Results from Interface	

Figure 7: Insert a new Therapy Form

Click the NCIS Med button to transition to NCIS.Med and create the patient's therapy. When you transition to NCIS.Med it is important to remember to log into your transcription account in Med.

c37.CancerCenter Training General info Diagnostics Co	Patient Ms EW D.0.8. NCIS ID 99999 Hospital ID 51/37 Inference Assessment Therapy Communication	ALD, CHELSE 1951 (69) 100035 7 (TRN) (1)
Add: Please choose 🔽		Facility: Training Hospit
Associated disease	Initial disease: R69	
Therapy (NCIS med), Thera	py line	NCIS med
	Therapy type Therapy line 🔽	1
Decision to treat Date Ready to treat Date	23.04.2021 III Consent Form Completed	Oyes Ono
Diagnosis	R69 Unknown and unspecified causes of morbidity	
Diagnosis date		
Assessment Date		
Performance Status	O ECOG O Lansky score O Karnofsky score	

Figure 8: New Therapy Form for transitioning in patient context

#### 4. Create a Therapy Plan

After transitioning the New Therapy Plan window will appear. Choose the "Transcription only. See original Prescription" regimen, choose a start date, and select the place of delivery and cost centre. Only create a single cycle as the medications need to be added.

		New t	herapy plan				
Patient:	EWALD CHELSEA 19	951-08-19		$\Rightarrow$	D.o.b.	: 19/08/1	951
Patient	no.: 99999000035			$\Rightarrow$	Soc.Sec.#:		Û
Unit:	(No restriction)			_⇒ Г	Deceased	Г	Blocked
Creat	e therapy plan from reg	gimen			Pr	eview <u>S</u>	how filter
Regimen	: Transcription only. See	e original prescription.					Û
	Conly displa	y regimens with suitable	e diagnosis Only d	iagnoses (	with the status	Active	-
UID:	Transcription						Û
Start:	23/04/2021 =	corresponds to day 1 ir	the regimen				
Cycles 23 No take	3/04/2021: Medications home medication cycle	to be Prepared in the F included in regimen	Pharmacy ACU R	epeat:	times Inter	rval:	Days
Place of c	delivery: TRN - Training	- Non SACT Infusion Ro	⇒ Cost center: TR	N - Traini	ng - Non SACT	Consultar	nt 🖒
						□ Ro	und dose
					<b>~</b> :	Save	🗸 Cancel

Figure 9: Creating a Transcription Therapy Plan

Mrs. EWALD CHE	LSEA • d.o.b. 19	Aug 195	69.7 Years • Patient no.: 517877 • TF	tN - Training Ward	⊕ کر		ы		لل		$\uparrow$	×
Therapy plans	Compact	List	Complete	Patient data	Medical results	)	Diagno	ses		Cumul	l. dose	5
Therapy plan n	umber: 1282							[	3	Ð	~	
Cycles: 1											$\sim$	
This is informed	a transcribed p	rescription	on for the purposes of m	anufacture only. Please refer to th	e original prescr	iption	for fu	urthe	r		$\sim$	*
23 Apr 2021 - 23 Apr Medication	2021 s to be Prepare	d in the I	Pharmacy ACU							Ð	≽	
												_

Figure 10: Newly created transcription therapy plan

## 5. Add Height and Weight (if required)

For medications that require a height and weight these can be added directly in the Medical Results tab of NCIS.Med as shown below

Mrs. EWALD CHE	LSEA • d.o.b. 19	Aug 195	1 69.7 Years • Patient no.: 517877 • TRN - Training W	/ard	⊕ <i>ک</i>	Ŵ	6	) (1	$\downarrow$	$\wedge$	X
Therapy plans	Compact	List	Complete	Patient data	Medical results				Cumu	ıl. doses	
Therapy plan r	number: 1282							B	Ð	~	
Cycles: 1										$\sim$	
This is inform	a transcribed pation	prescripti	on for the purposes of manufactu	re only. Please refer to the	original prescr	iption	for furt	her		$\sim$	*

Figure 11: Click Medical results to add a new height and weight

	Current		30/04/2021
Height	175cm	New	175cm
Weight	85kg	New	85kg
BSA Dubois	2.01m <sup>2</sup>		2.01m <sup>2</sup>
BSA Mosteller	2.03m <sup>2</sup>		2.03m <sup>2</sup>

Figure 12: Add weight and/or height as required

## 6. Adding a Medication

On the cycle banner click the PLUS icon and click "Physician Verified Medication"



Figure 13: Click on Physician Verified Medication to add a medication

Using the original prescription as a template add the medication details in the "Insert a Medication Verified by a Physician" window.

#### Enter the following:

- Active Ingredient
- Usual dose
- Reference (if required)
- Form (if required)
- Vehicle and volume (if required)
- Administration Route (a default route will be chosen if only one in drug file)
- Duration
- Date or Day in cycle
- Time of administration

😳 Insert a Medication Verified By Physician				×							
Insert a Medication Verified By Physician											
□ To be dispensed □ Urgent				Medical results							
Active ingredient / Product	Usual dose	Calculation	Dose	Volume 🕀							
MabThera 10mg/mL Concentrate for solution for infusion	(riTUXimab) 375mg/m <sup>2</sup> BSA Dubois	$100\% = 375 \text{mg/m}^2$		<u>∎</u> ⊕ ^							
Active ingredient Produc	t	Usual dose	Reference								
riTUXimab 🕕 MabThe	ra 10mg/mL Concentrate for solution 🧃	. 375.00 mg	/m <sup>2</sup> BSA Dubois	£							
Dose: 375mg/m <sup>2</sup> x 100.00 % =	375.00 mg /m² x (no	ot existing) = (not existing)									
Diluent:											
Form: Pre-filled container		① Material:		Û							
Vehicle: NaCl 0.9% 🔪 in 🔪 500.00 mL 🗆	per mg	~		Show container							
Administration: by intravenous infusion	Duration: Days h 90	min.									
C Date C Relative Date: 23/04/2021 Days in o	ycle: 1		e.g. 1-3,5,7	7-9,10:3 Time:							
Place of delivery: TRN - Training - Non SACT Infusion Ro	Cost center: TRN - Training - Non	SACT Consultant 🔿 Orde	er no:								
	Create preparation n	otes Create comments Inser	t rules Insert services / additio	nal articles Bed planning							
				Save 🎉 Cancel							

Figure 14: Enter medication details to create a physician verified medication

The new physician verified medication will appear in the therapy plan. It can now be pharmacist verified and prepared

#### using the standard pharmacy workflow



Figure 15: New Physician Verified medication

## 7. Copy and Paste the cycle

To add additional cycles it is possible to copy and paste the existing cycle. On the cycle context menu click "Copy"

Mrs. EWALD CHELSEA • d.o.b. 19 Aug 1951 69.7 Years • Patient no: 517877 • TRN - Training Ward								ŵ 6		ھ	$\downarrow$	$\uparrow$	×	
Therapy plans	Compact	List	Complete		Patient data	Medical res	ults	Diag	noses		Cumul	. doses	5	
							Select all medications and appointments							
Therapy plan number: 1282							Select only main medications							
Cycles: 1 • Days: 1							Selec	t time period	ł			$\sim$		
This is information	a transcribed pr	escription	n for the purposes of ma	anufacture only. Ple	ase refer to the	original p	Crop all comments and appointments					$\sim$		
23 Apr 2021 - 23 Apr	2021						Post	oone cycle		~				
Medication	is to be Prepared	l in the P	harmacy ACU 1 Day				Compare cycle							
						🖉 Edit					$\sim$			
1	90min	MabThera 10mg/mL Concentrate for 750mg • 99.64% (373.64mg						Billing codes					1	
Fri 23 Apr 2021	× d?	solution	n for infusion	/m <sup>2</sup> BSA Dubois)	5		Cycle postponement rules					$\sim$		
	2021 In S00mL NaCl 0.9% • by intravenous infusion					Displ			1					
						Catalana of delivery				_				
							Set place of delivery							
							D Even	t log						
							Print				Ctrl+P		-	
							Copy				Ctrl+C	_		
		Ν	Nedications to be Prepa	ared in the Pharma	cy ACU						≣			

Figure 16: Copying an existing cycle

Click back on the cycle context menu and select paste

Mrs. EWALD CHELS	🕀 🗊 💾 🛞 🐧	$\downarrow$	$\uparrow X$						
Therapy plans 23 Apr 2021 - 23 Apr 2021 Therapy, plan, pu	Compact	List	Complete		Patient data	Medical re:	Select all medications and appoint Select only main medications Select time period	ments	I. doses
Cycles: 1 • Days: 1	Crop all comments and appointme Postpone cycle Compare cycle	ents	~						
Medications ( 1 Fri 23 Apr 2021	Medications to be Prepared in the Pharmacy ACU 1 Day         1						Edit     Billing codes     Cycle postponement rules     Display regimen     Set place of delivery		× ×
							Set COST Center	Ctrl+P Ctrl+C Ctrl+V	2
		м	edications to be Prepa	ared in the Pharmacy	y ACU			≣	

Figure 17: Pasting a copied cycle

#### Complete the desired interval from the copied cycle or enter the day in the therapy plan

E	🔆 How should the cycle be inserted?	]þn
	Insert cycle anew as copy	
	New cycle	
	Designation: Cycle {z} Medications to be Prepared in the Pharmacy ACU	Г
i	Day 1 = 14/05/2021 = 21 days interval = day 22 of the therapy plan	h
1	✓ OK ¥ Cancel	
į,		11

Figure 18: Inserting a new cycle 21 days after the copied cycle

The new cycle will now appear in the therapy plan. Note medications in this cycle will be in the planned status therefore will need to be physician verified by a transcription user prior to preparation.

Mrs. EWALD CHELSEA • d.o.b. 19 Aug 1951 69.7 Years • Patient no.: 517877 • TRN - Training Ward							o م	Ð	<b>î</b> 13		₫		$\uparrow$	×	
Therapy plans	Compact	List	Complete			Patient data	Medic	Medical results Diagnoses					Cumul. doses		
23 Apr 2021 - 04 Jun 203 Therapy plan n	21 umber: 1282											8	Ð	~	
Cycles: 3 • Days: 43														$\sim$	
This is a transcribed prescription for the purposes of manufacture only. Please refer to the original prescription for further information									$\sim$	*					
23 Apr 2021 - 23 Apr 2021 Cycle 1 Medications to be Prepared in the Pharmacy ACU 1 Day								$\oplus$	≽						
Interval: 21 days after Cycle 1 Medications to be Prepared in the Pharmacy ACU															
14 May 2021 - 14 May Cycle 2 Mee	<sup>, 2021</sup> dications to be	Prepared	in the Pharmacy	ACU 1 Day									$\oplus$	≽	
L	laur after Curls 2 Mar														

Figure 19: New cycle 2 in Therapy Plan