
Oncology Module

Message and Task Functionality

Mako Plaistow – EPR Analyst, IM&T Department



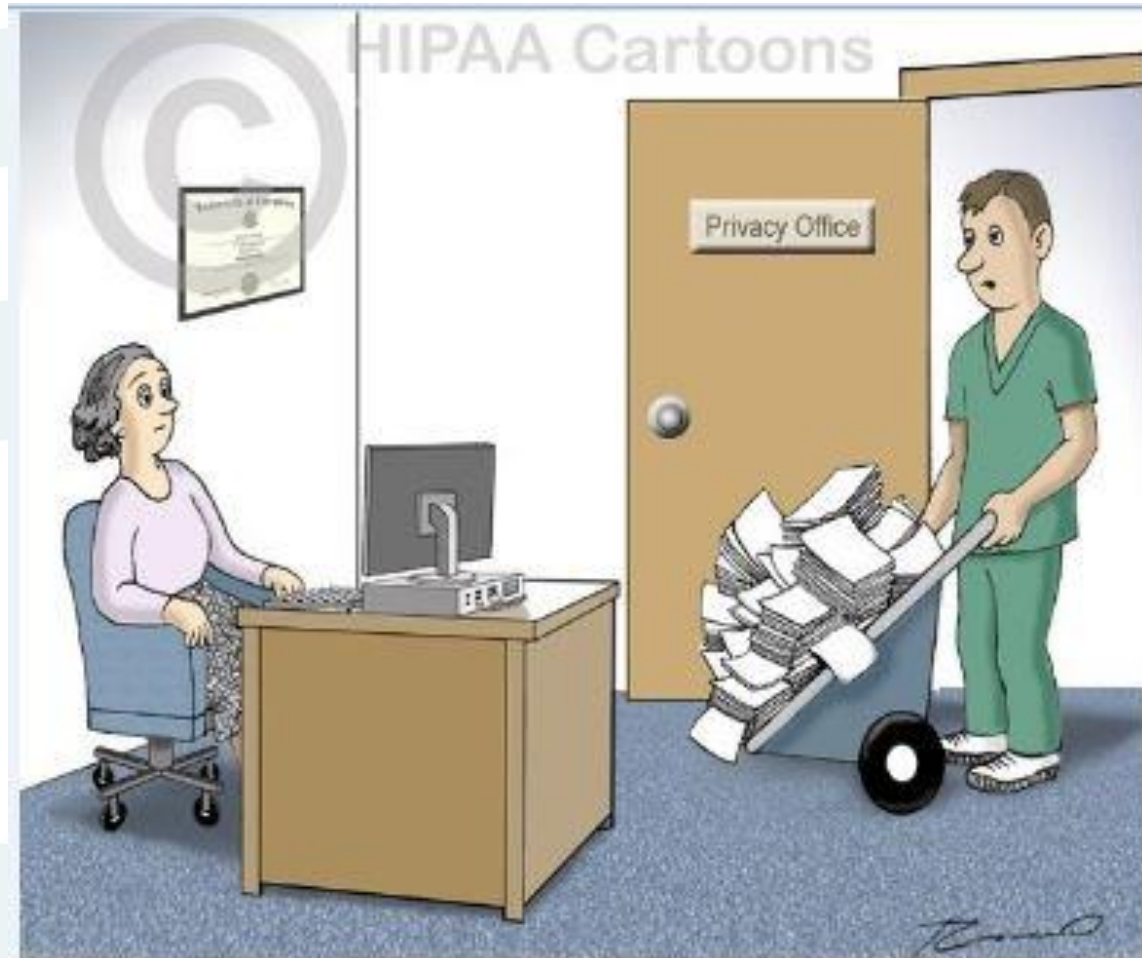
What is Message and Task?

- **Access through Oncology, PCM (6.1)**
- **Messages – similar to e-mails, only convey info/no need to be managed afterward**
- **Tasks – similar to items on a to-do list, need to be monitored, tracked and actioned.**

**2 Scenarios where Task
Functionality is used to improve
Administrative/Clinical
Processes**

Scenario 1 : Clinic Disposal (Chemo)

Issue!



Solution for Clinic Disposal



Scheduler – Pick up Task, Dispose of Appt and Book next Appt

Administer Chemo

Raise Task – Clinic Outcome and Next Appt



Nurses – Create Tasks

Clinical ▶

Administrative ▶

Ancillary ▶

Administrative Reports ▶

Ward Reports ▶

Print preferences

Change Your Own User PIN

Oncology ▶

PCS Status Board

Patient Care ▶

Clinical Care Desktop

Administrative Desktop

MPSECONDARY,Problem 175cm 60kg BSA:1.73m² BMI:19.6kg/m² AN0000000011 CB01891021
 58 F 01/01/1960 Allergy/Adv: Not Recorded No NHS Number C00000024
 REG RCR ADHOCOPD

Delamere Tx List
Thursday 13 Sep 2018



Name / Name Alert Sex / Age / DOB MRN / NHS	Appt Date / Time / Status Consultant / Name	Multi Appts Name	Document SACT Patient Appointments	Treatment Plan Problem / Dx / Staging Order Panel	Nursing Assessments Appointment Comment MAR
Booked (1)					
MPSECONDARY,Problem F 58 01/01/1960 CB01891021	13/09/18 09:00 BOOKED! ▶ RDERRINGTO 2 hours		Document/Write Note *SACT Plan * Scheduler	Brain, Breast Order Panel	*Assessments * C *MAR *

- My Notices
- Msg/Task
- Lists
- Status Board
- Find Patient
- Snapshot
- Pat Msg/Task**
- Flowsheet
- Clinical Data
- Picture
- Problem/Dx.
- Treatment Plan
- Orders Panel
- Review
- Outside Info

Nurses – Create Tasks

MPSECONDARY,Problem 58 F 01/01/1960 REG RCR ADHOCOPD 175cm 60kg BSA:1.73m² BMI:19.6kg/m² Allergy/Adv: Not Recorded AN0000000011 No NHS Number CB01891021 C00000024

Create Mine All **Patient Messages/Tasks** 6 items (1 unread) Page 1 of 1

✓	Pri	Filter	From	Assigned	Owner	Subject	Regarding	Status	Date
<input type="checkbox"/>	*		Oncology Event Task			1 item (1 unread)			
<input type="checkbox"/>			Prescription Changes			5 items			

My Notices
Msg/Task
Lists
Status Board
Find Patient
Snapshot
Pat Msg/Task

All Message/Task Types

- Mould Room -Booking desk**
- Nurse to Sched Appt**
 - ☆ 7Y OP Chemo
 - ☆ 10Z Day Ward
 - ☆ CCCL (Do not use until 19/11)
 - ☆ Countess of Chester
 - ☆ Halton
 - ☆ Liverpool Heart & Chest
 - ☆ Linda McCartney
 - ☆ Liverpool Womens Hospital
 - ☆ Marina Dalglish
 - ☆ Delamere
 - ☆ Southport
 - ☆ St Helens
 - <Create Blank>
- Prescription Changes**
- Orthovoltage to Booking Desk**
- Planning to Booking Desk**
- Pre-treatment -booking desk**
- Ward Attender Disposal Record**
- Review Clinic Outcome**

Nurses – Create Tasks

MPSECONDARY,Problem

58 F 01/01/1960
REG RCR ADHOCOPD

175cm 60kg BSA:1.73m² BMI:19.6kg/m²
Allergy/Adv: Not Recorded

AN0000000011
No NHS Number

CB01891021
C00000024

Message Type: Nurse to Sched Appt
Regarding: Patient
Patient: MPSECONDARY,Problem C00000024
Subject: Delamere

Sender: Plaistow,Masako

Priority:

Due Date:

Frequency Type:

Send To

One Task for all recipients: Yes
Add Sender as FYI in X days:

Recipients	Assigned	FYI
<input checked="" type="checkbox"/> IM&T EPR Apps Analysts	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Chemo Scheduler Work Group	<input checked="" type="radio"/>	<input type="radio"/>

Nurses – Create Tasks

! MPSECONDARY, Problem
 58 F 01/01/1960 175cm 70kg BS
 REG RCR DELBAY1 Allergy/Adv: PEN

Assigned: (2) IM&T EPR Apps Analysts, Chemo Scheduler Work Group
 Subject: Delamere
 Priority: Low
 Regarding: Problem MPSECONDARY
 Task Status: Open

[25/09/18
 Masako Plaistow
 Problem MPSECONDARY
 01/01/1960

Activity today

Bay	
Chemo given	Y
Was this C1D1?	Y
Deferred	
Go Ahead	
PICC Flush	
Bottle disconnect	
PICC removal	
Medical review	
Other	

Next Steps

Ambulance reg/nurse discretion	
Next chair appointment	2/52
Go Ahead Phone	
Go Ahead Face to Face	
Chair Time	
Cool Cap required	
Medical review	
PICC Flush	
PICC Insert	
Bottle Disconnect	
Rapid Access Chair	
Follow up (finished chemo)	

Additional Information

]

Main Discussion

Formatted Data

Clinic Outcome

Next Appointment

Scheduler – Dispose of Appts and Book Next Ones

Administrative Desktop

Arrivals

- Delamere Activity
- Delamere Bay 1(MT to fix!)
- Delamere Bay 1
- Delamere Bay 2
- Delamere Bay 3
- Delamere Bay 4
- Rapid Access Chair
- PICC Flush in phleb room
- Pre Assessment
- Adjuvant Bisphos
- Countess of Chester**
- Countess of Chester
- COC Nurse 1
- COC Nurse 2
- COC Nurse 3
- COC PICC Flush
- COC Pre Assess
- COC Rap Access 1
- COC Rap Access 2
- Reviews**

List [Edit](#)

1

- CCCTELRENA**
- CCC(PK/RWG) Tel Rv Renal 681
- HAEMONC1**
- HAEMONC1 700
- KW**
- KW Out Patient Appts List
- KW STH Mon AM Colorectal 217
- KW STH Mon AM Gynae 218 ALT WK
- KW LMC Tue AM Anal 433 1&3
- KW WOM Wed AM Gynae 219 1-4
- KW CCC Fri am Anal 434 1&3
- KW CCC Fr AM Pap Suite 484 2&4
- JOH**
- JOH Out Patient Appts List
- JOH CCC Tue Am Breast 675
- JOH CCCA Wed AM Brst New 304
- JOH CCCA Wed Breast 249
- JOH CCCA Wed Pm Ch Rv 250
- JOH CCCA Thu AM FU 172 Alt Wks
- JOH FAZ Th AM FU 172 ALT WKS

2

- KH**
- KH Out Patient Appts List
- KH CCO Fri AM Gynae 223
- KH CCC Thu AM Gynae 71 Alt Wks
- KH CCC Thu AM Gynae 72
- KH CCC Mon Am Breast 507
- KH WOM Wed Day Gynae 76 1&3
- KH CCC Mon PM Chemo Rv 548
- JM**
- JM Out Patient Appts List
- JM CCC Thu AM Gen 65
- JM CTC Fri AM Lung 69
- JM CTC Fri PM Lung 151
- IS**
- IS Out Patient Appts List
- IS RLH Mo AM Gen 131
- IS CCC Tu AM Urol 57
- IS CCC Th PM Breast 211
- IS Warr We AM Urol 49
- IS CGH Wed PM Urol 351

- Msg/Task**
- Lists
- Status Board
- Find Patient
- Schedule
- Register
- Edit Reg
- Snapshot
- Pat Msg/Task
- Flowsheet
- Clinical Data
- Picture
- Problem/Dx.

Inbox 44 items (44 unread)

Page 1 of 2

	Pri	From	Assigned	Owner	Subject	Regarding	Status	Date
<input type="checkbox"/>	*	Nurse to Sched Appt			44 items (44 unread)			
<input type="checkbox"/>	*	Plastow, Masako	Chemo Scheduler	Chemo Scheduler ...	Delamere	MPSECONDARY, Pr...	Open	11:23
<input type="checkbox"/>	*	Brown, Victoria	Chemo Scheduler	Chemo Scheduler ...	St Helens	ALLINSON-TRAIN, ...	Open	31/08/18
<input type="checkbox"/>	*	Brown, Victoria	Chemo Scheduler	Chemo Scheduler ...	St Helens	FORSTER-TRAIN, E...	Open	31/08/18
<input type="checkbox"/>	*	Brown, Victoria	Chemo Scheduler	Chemo Scheduler ...	Delamere	HUXLEY-TRAIN, Paul	Open	31/08/18
<input type="checkbox"/>	*	Ebbrell, Wendy	Chemo Scheduler	Chemo Scheduler ...	Delamere	ROBERTS-TRAIN, A...	Open	31/08/18
<input type="checkbox"/>	*	Brown, Victoria	Chemo Scheduler	Chemo Scheduler ...	Delamere	CARPENTER-TRAI...	Open	31/08/18
<input type="checkbox"/>	*	Ebbrell, Wendy	Chemo Scheduler	Chemo Scheduler ...	St Helens	SINNOTT-TRAIN, M...	Open	31/08/18
<input type="checkbox"/>	*	Kelly, Bridie	Kelly, Bridie		Delamere	FALAXIS-TRAIN, A...	Open	31/08/18
<input type="checkbox"/>	*	Kelly, Bridie	Chemo Scheduler	Chemo Scheduler ...	Delamere	FALAXIS-TRAIN, A...	Open	31/08/18
<input type="checkbox"/>	*	Kelly, Bridie	Kelly, Bridie		Delamere	ALLINSON-TRAIN, ...	Open	29/08/18
<input type="checkbox"/>	*	Kelly, Bridie	Chemo Scheduler	Chemo Scheduler ...	Delamere	ASTER-TRAIN, Des	Open	29/08/18
<input type="checkbox"/>	*	Kelly, Bridie	Caffrey, Lorraine		Delamere	BARLOW-TRAIN, D...	Open	29/08/18

Scheduler – Dispose of Appts and Book Next Ones

MPSECONDARY, Problem 58 F 01/01/1960 Allergy/Adv: Not Recorded No NHS Number CB01891021 C00000024

Assigned: (2) IM&T EPR Apps Analysts, Chemo Scheduler Work Group
 From: Masako Plaistow
 Subject: Delamere
 Date: Tue 11:23a 11 Sep 2018
 Priority: Low
 Regarding: MPSECONDARY, Problem (Patient)
 Task Status: Open

11/09/18
 Masako Plaistow
 Problem MPSECONDARY

01/01/1960

Activity today

Bay		
Chemo given		Y
Was this C101?		
Deferred		
Go Ahead		
PICC Flush		
Bottle disconnect		
PICC removal		
Medical review		
Other		

Next Steps

Ambulance req/nurse discretion	
Next chair appointment	2/52
Go Ahead Phone	
Go Ahead Face to Face	
Chair Time	
Cool Cap required	
Medical review	
PICC Flush	
PICC Insert	
Bottle Disconnect	
Rapid Access Chair	
Follow up (finished chemo)	

Additional Information

Mark as Unread
Discussion
Data
History
List
Prior
Next
Update
Complete
Assign to Me

- Msg/Task
- Lists
- Status Board
- Find Patient
- Schedule
- Pat Msg/Task
- Flowsheet
- Clinical Data
- Picture
- Problem/Dx.
- Treatment Plan
- Orders Panel
- Review
- Outside Info
- Room/Staff
- Coding
- Open Chart
- Close Chart
- Scanning
- Preferences

Scheduler – Dispose of Appts and Book Next Ones

○ Mine ● All
Patient Messages/Tasks
7 items (2 unread)
Page 1 of 1

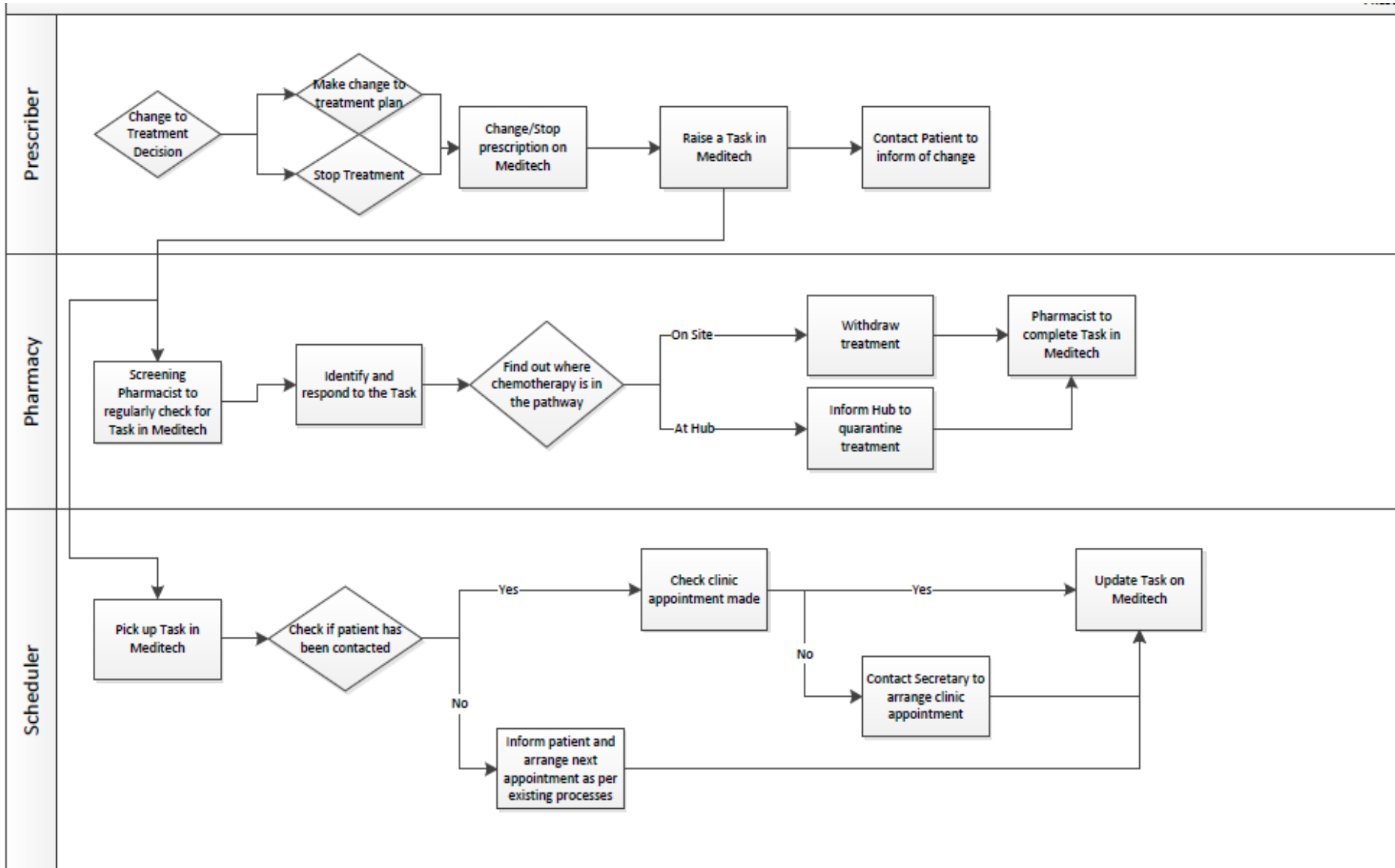
<input checked="" type="checkbox"/>	Pri	From	Assigned	Owner	Subject	Regarding	Status	Date
<input type="checkbox"/>	*	+ Oncology Event Task			1 item (1 unread)			
<input type="checkbox"/>	*	- Nurse to Sched Appt			1 item (1 unread)			
<input type="checkbox"/>	* L	Plaistow, Masako	Day, Nicola		Delamere	MPSECONDARY, Pr...	Complete	11:23
<input type="checkbox"/>		+ Prescription Changes			5 items			

Scenario2: Prescription Change in the 48hrs Prior to Administration

Issue!



New Process for Scenario2



Prescriber – Create Tasks

MPSECONDARY,Problem
58 F 01/01/1960
REG RCR ADHOCOPD

175cm 60kg BSA:1.73m² BMI:19.6kg/m²
Allergy/Adv: Not Recorded

AN0000000011
No NHS Number

CB01891021
C00000024

Delamere Tx List
Thursday 13 Sep 2018



Name / Name Alert Sex / Age / DOB MRN / NHS	Appt Date / Time / Status Consultant / Name	Multi Appts Name	Document SACT Patient Appointments	Treatment Plan Problem / Dx / Staging Order Panel	Nursing Assessments Appointment Comment MAR
<div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> Document/Write Note </div>					
<div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> *SACT Plan * </div>					
<div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> Scheduler </div>					
<div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> *Assessments * </div>					
<div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> *MAR * </div>					

- My Notices
- Msg/Task
- Lists
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- Find Patient
- Snapshot
- Pat Msg/Task
- Flowsheet
- Clinical Data
- Picture
- Problem/Dx.
- Treatment Plan
- Orders Panel
- Review
- Outside Info

Prescriber – Create Tasks

All Message/Task Types

- Mould Room -Booking desk
- Nurse to Sched Appt
- Prescription Changes
- ☆ Prescription Changes
<Create Blank>
- Orthovoltage to Booking Desk
- Planning to Booking Desk
- Pre-treatment -booking desk
- Ward Attender Disposal Record
- Review Clinic Outcome

CCC use
RCR
Accounts

MPSECONDARY,Problem
58 F 01/01/1960
REG RCR ADHOCOPD

175cm 60kg BSA:1.73m² BMI:19.6kg/m²
Allergy/Adv: Not Recorded

AN0000000011
No NHS Number

CB01891021
C00000024

Message Type: Prescription Changes
 Regarding: Account
 Account: **MPSECONDARY,Problem AN0000000011**
 Subject: Prescription Changes within 48 hours
 Sender: Plaistow,Masako
 Priority:
 Due Date:
 Frequency Type:

Send To

User:
 Recipient Group:
 Workgroup:
 Printer:

One Task for all recipients:
 Add Sender as FYI in X days:
 Include Sender as FYI on Send:

<input checked="" type="checkbox"/>	Recipients	Assigned	FYI
<input checked="" type="checkbox"/>	Pharmacist Work Group	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Scheduler Dose Change	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>		<input type="radio"/>	<input type="radio"/>

[Remove Non-Recipients](#)

Prescriber – Create Tasks

MPSECONDARY, Problem
58 F 01/01/1960
REG RCR ADHOCOPD

175cm 60kg BSA:1.73m² BMI:19.6kg/m²
Allergy/Adv: Not Recorded

Assigned: (2) Pharmacist Work Group, Scheduler Dose Change
Subject: Prescription Changes within 48 hours
Priority: Low
Regarding: Problem MPSECONDARY
Task Status: Open

Changes in Prescription for PT due within 48 hours:

PT Name	Problem MPSECONDARY
PT MRN	CB01891021
PT Acct No	AN0000000011
PT NHS No	
PT DoB	01/01/1960
Resp Consultant	Douglas Errington

Action (check all that apply)		Y / N
Chemo has been dose reduced	<input checked="" type="checkbox"/>	Y
Chemo has been stopped	<input type="checkbox"/>	
Chemo has been changed	<input type="checkbox"/>	
Chemo has been dispensed and needs to be withdrawn from clinic	<input type="checkbox"/>	
Next treatment appt needs to be cancelled patient has been informed	<input type="checkbox"/>	
Next treatment appt needs to be cancelled patient has NOT been informed	<input type="checkbox"/>	

Action	ASAP	1 week	2 weeks	3 weeks	4 weeks
Book OP Appt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rebook Treatment Appt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment

Main Discussion Data Add Field Canned Text

Formatted Data

PT/Account Details

Prescription Changes

Appt Changes

Pharmacy – Review Scripts Scheduler – Sort out Appts

Pharmacist Desktop - ONC Clinic: CCC (DAGCCC/DAGCCC.TEST608F/DAGCCC.TEST608F) - (TEST 6.08) - Flint,Helen (Plaistow,Masako) [GSDT]

Users: Flint,Helen
 Workgroups: Pharmacist Work Group

Old

28 items (4 unread) Page 1 of 2

✓	Pri	From	Assigned	Owner	Subject	Regarding	Status	Date
<input type="checkbox"/>		Oncology Event Task			1 item			
<input type="checkbox"/>	*	Prescription Changes			27 items (4 unread)			
<input type="checkbox"/>	L	Plaistow,Masako	Flint,Helen	Flint,Helen	Prescription Changes within ...	MPSECONDARY,Pr...	Complete	14:29

Administrative Desktop - ONC Clinic: CCC (DAGCCC/DAGCCC.TEST608F/DAGCCC.TEST608F) - (TEST 6.08) - Day,Nicola (Plaistow,Masako) [GSDT]

Users: Day,Nicola
 Workgroups: Chemo Scheduler Work Group; Scheduler Dose Change; 5.5 Clerical Schedulers

Inbox

61 items (61 unread) Page 1 of 1

✓	Pri	From	Assigned	Owner	Subject	Regarding	Status	Date
<input type="checkbox"/>	*	Nurse to Sched Appt			43 items (43 unread)			
<input type="checkbox"/>	*	Prescription Changes			18 items (18 unread)			
<input type="checkbox"/>	* L	Plaistow,Masako	Scheduler Dose C...	Scheduler Dose C...	Prescription Changes withi...	MPSECONDARY,Pr...	Open	09:50

Set Up Task to be
 independent

Summary

- **If a communication item should only convey information and does not need to be managed afterward, make it a Message. If it should be tracked and eventually completed, make it a Task.**
- **To create a M&T, end users need to go to 'Pat Msg/Task', as recipients go to 'Msg/Task' to open worklist**
- **M&T can be set as Patient or Account Level in the build**
- **One Task for all recipients or specific to Work Groups**

A large, light blue question mark graphic that serves as a background for the main text. It is composed of several concentric, rounded strokes that form the shape of a question mark.

QUESTIONS?