

ONCOLOGY PATIENT INFORMATION SYSTEM (OPIS) CHART REVIEW TIP SHEET

LOGGING ON

1. **Double click** on the **OPIS Icon**.
2. Enter your **ID** and **signature**.
3. Click the **"OK"** button to proceed.



CHANGING YOUR SIGNATURE (PASSWORD)

Change your default password the first time you login to OPIS to something secure and private. It is **highly recommended** that you change your password **every 90 days**.

1. Select the **User Options** menu and then **Signature/Pin**.
2. Type your **Old Signature** (provided by the Help Desk).
3. Type your **New Signature**.
4. **Verify** (retype) your **New Signature**.
5. Click the **Save** button on the toolbar.

Signatures must be 8-10 characters long and should contain 3 of these 4 characteristics:

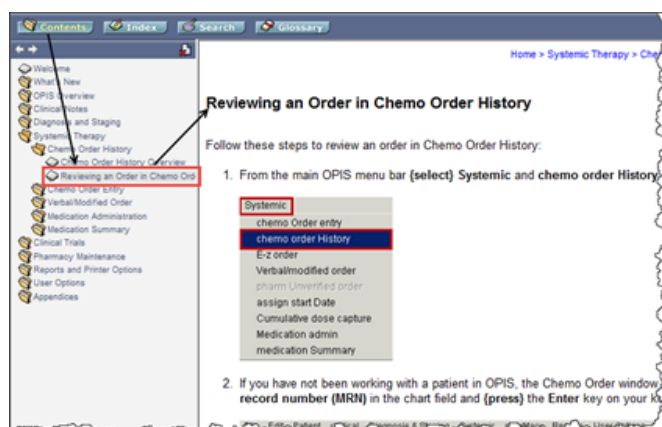
- Uppercase letters (A - Z)
- Lowercase letters (a - z)
- Numeric characters (0 - 9)
- Non-Alpha numeric characters (!, #, \$, etc.)

HELP

OPIS eManual: Provides step-by-step assistance to OPIS users on OPIS functionality.

To access this manual, **click** on the **Internet Explorer** icon on any UHN computer to access the Corporate Intranet, select **Education > DIGITAL Education > eManuals > OPIS eManual**.

Once in the eManual, **select** a topic from the **Table of Contents** or **click** on **Index** to search topics alphabetically or by keyword.



Technical Issues: Call **H-E-L-P** (4357) from any phone at UHN or (416) 340-4800x4357. The Customer Care Centre is available 24 hours a day, 7 days a week.

PRINTER OPTIONS / PRINTING

To setup your printer at your local workstation (if applicable):

From the menu select **User Options > Printer Options**

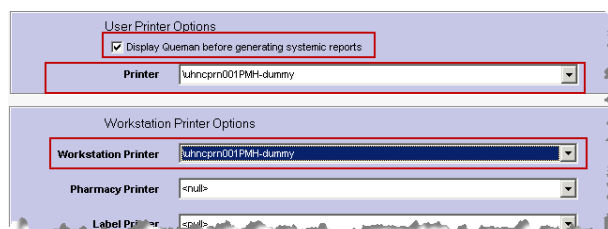
Workstation Printer:

- This is the printer this particular PC is printing to (not user specific).
- Select the printer closest to you, using the Floor_Room # naming convention.
- If the printer you want to setup is not on the list, call the Customer Care Centre at extension 4357 to setup a new print queue.

Printer:

setup the same as the Workstation Printer.

The remaining printers setup: leave as <NULL>.



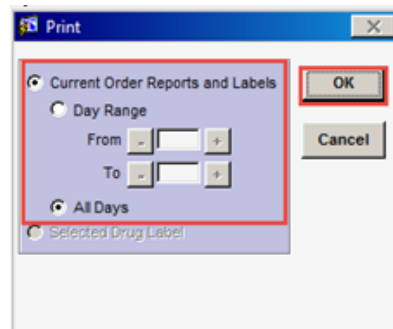
To print a regimen order, locate and **open the order** you want to print, **click the Print** icon on the toolbar.

In the **Print window**, select **All Days** and click **OK** to ensure you print all days of the order.

Clicking the **Cancel** button will cancel all reports.

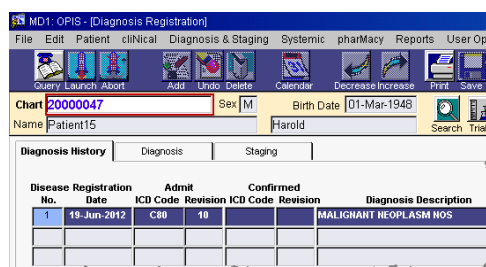
Note: please see the **OPIS eManual** for a more detailed description of using the Print window.

In the Reports Submission window, **click** on the **PMH Pharmacy Copy (CDC)** report, **click** on the **Printer** tab, **enter the number of copies**, then **click Submit**.



PATIENT SEARCH

1. Open the specific menu within OPIS that you wish to work in (e.g. Diagnosis, Chemo Orders, etc.).
2. **Type** the patient's **MRN** number in the **Chart** field.
3. **Press** the **Enter** key (Patient demographic information and patient details for that area will populate).



Alternatively, use the **Search icon to search for the patient by Name.*

REVIEWING CLINICAL NOTES




Clinical Notes are used by clinicians to communicate information about the patient. Notes are "write-protected" and cannot be deleted. A note can be deactivated if it is no longer relevant or was entered on the wrong patient.

In OPIS, Clinical Notes are used to document details such as taking a verbal or telephone order to adjust medication doses, document details around stopping and/or restarting IV medications, and any other information that needs to be communicated about the patient.

1. **Select Clinical Information > Clinical Notes.**
2. **Search** for the **patient** (see PATIENT SEARCH).
3. **Click** on a **note** that you wish to view.
4. If you cannot see all the information, **click** on the **Full Note Text** button to open a larger window in which to view the information. Notes at PMH should be entered with the following format:
Protocol Name.
Note details.
Name, Designation, & Contact Info.
5. **Click** the **Close** button in the Full Note Text window when you no longer need it open.
6. On the right side of the screen **reminder** options for **the** note have been set. These settings control whether the note will pop up during Order Entry or Documentation of Meds in OPIS.
7. **Click** on the next Note that you wish to view.

Note: Notes that appear in grey text have been deactivated by the note author, and are considered no longer relevant.


medications that make up the regimen order here. A **colour legend** at the bottom identifies the meaning of the high-lighted columns, rows, and cells within the order. **Note:** some colour highlighting is **not in use** at Princess Margaret: yellow for Allergy/Potential Allergy, the purple highlighting for the Patient Not Treated, blue for volume check, purple for concentration check.

11. To view an individual medication's full details, **click** on the **medication** in the list and then **click** on the **Drug Detail** button . Administration instructions appear in the **Pharm Sig** box within this window.
12. The **Reg Notes** button  at the bottom of this screen will provide the same information as the Regimen Notes button within the Reg Details window.
13. The **View Changes** button  can also be accessed at the bottom of this screen.
14. When finished reviewing the order, you can **click** on the **Order History** button to select another order to view, or follow the steps in the **PATIENT SEARCH** section of this document to change to a different patient.

REVIEWING MEDICATION ADMINISTRATION DOCUMENTATION

The Medication Admin area is used to both review and document administration information in OPIS.

Treatment Search:

1. **Select Systemic Therapy > Medication Admin.**
2. If the treatment search window does not open automatically, **click** on the **Search**  icon on the toolbar.
3. **Enter** Treatment Search parameters to search **by treatment date, patient or physician** and then **click** the **Find** button. **Note:** You can refine your search using the status filters and sorting options.
4. **Select** the **treatment date/regimen of the appropriate patient** and then **click OK**. The treatment screen will open.

Reviewing MAR documentation:




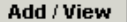


5. After following the steps 1-4 in Treatment Search to open a treatment, high level details of the treatment appear on the **Treatment** tab (e.g. diagnosis, physician abbreviation, regimen name, height/weight/BSA, etc.).
6. **Click** on the **Details** tab and **review** any **Clinical Notes** that pop up using the arrow keys to navigate through them.
Note: Only **Outpatient** (O) medications that have been administered in the Chemo Day Care and Transfusion Centre are documented in OPIS and will display a **checkmark** once documented.
7. **Click** on **each of these medications** and the corresponding **MAR information appears on the right side** of the screen indicating Admin Start Time, End Time (for Clinical Trial regimens), Pharm Sig. instructions, name of administering RN, etc.
8. **Click** the **Search** icon to search for another treatment, **or click** the **Exit** button to leave Medication Admin.

REVIEWING REGIMEN ORDERS

Chemo Order

Order Details

Order History


1. **Select Systemic Therapy > Chemo Order History.**
2. **Search** for the patient (see PATIENT SEARCH).
3. Review outstanding regimen orders for the patient from the **Order History** tab. **Select** the **order** in Order History that you want to review (most recent orders appear at the top of the list). **Click** the **View** button .
4. **Click** on the **Chemo Order** tab to review the high level details of the order. Mandatory fields have bolded field labels.
5. The **Height** and **Weight** of the patient at the time the order was entered displays in the Body Surface Area section.
6. **Click** in the **Chemo** field and then click on the **Reg Detail** button .
7. Within the Reg Detail window, **click** the **Regimen Notes** button . **Regimen Notes** will display important information that is specific to the regimen including information that will be used to clear the patient for treatment (unless the orderer places an overriding comment in the Comment field of the Chemo Order), study information for Clinical Trial Regimens, and administration specific information.
8. After closing the Regimen Notes window and the Reg Details window, and returning to the Chemo Order tab, you may **click** on the **Add/View** button  to see any additional comments that have been entered on the order, or the **All Comm./Notes** button  to see all Clinical Notes as well as all Order Comments.
9. You may also wish to **click** on the **View Changes** button  to see what recent changes have been made to the order.
10. Click on the **Order Details** tab. You can see all the

REVIEWING ACCESS DEVICE DOCUMENTATION

Access Device documentation is captured in the Medication Admin area in OPIS. You can view the following:

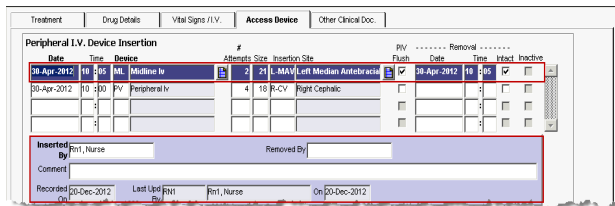
- Peripheral I.V. Device Insertion
- Central Venous Access Device

Treatment Search:

1. **Select Systemic Therapy > Medication Admin.**
2. If the treatment search window does not open automatically,  click on the **Search** icon on the toolbar.
3. **Enter** Treatment Search parameters to search **by treatment date, patient or physician** and then **click** the **Find** button. **Note:** You can refine your search using the status filters and sorting options.
4. **Select** the **treatment date/regimen of the appropriate patient** and then **click OK**. The treatment screen will open.
*At least **one medication** must be documented as administered in the treatment in order for Access Devices to be documented for the treatment.*

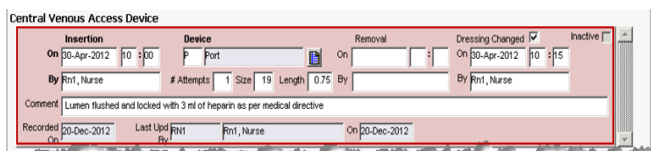
Reviewing Access Device documentation:

5. After following the steps 1-4 Treatment Search to open a treatment, high level details of the treatment appear on the **Treatment** tab (e.g. diagnosis, physician abbreviation, regimen name, comments, height/weight/BSA, etc.).
6. **Click** on the **Access Device** tab and **review** any **Clinical Notes** that pop up using the arrow keys to navigate through them.
7. Documented **Peripheral** and **Midline IVs** insertion/access appears at the top of this tab.



The screenshot shows the 'Access Device' tab in the OPIS system. It features a table titled 'Peripheral I.V. Device Insertion' with columns for Date, Time, Device, Attempts, Size, Insertion Site, PIV, Removal, Date, Time, Inact, and Inactive. Two rows are visible: one for a Midline IV inserted on 30-Apr-2012 at 10:00, and another for a Peripheral IV inserted on 30-Apr-2012 at 10:00. Below the table, there are fields for 'Inserted By' (Rn1, Nurse), 'Removed By', 'Comment' (Lumen flushed and locked with 3 ml of heparin as per medical directive), 'Recorded On' (30-Dec-2012), 'Last Used By' (Rn1, Nurse), and 'On' (30-Dec-2012).

8. Documented **Central Venous Access Device** access appears in the middle of the screen on the Access Device tab.



The screenshot shows the 'Central Venous Access Device' section in the OPIS system. It includes fields for 'Insertion' (On 30-Apr-2012 at 10:00), 'Device' (F Port), 'Removal' (On 30-Apr-2012 at 10:15), 'Dressing Changed' (checked), and 'Inactive' (unchecked). It also has fields for 'By' (Rn1, Nurse), '# Attempts' (1), 'Size' (19), 'Length' (0.75), 'Comment' (Lumen flushed and locked with 3 ml of heparin as per medical directive), 'Recorded On' (30-Dec-2012), 'Last Used By' (Rn1, Nurse), and 'On' (30-Dec-2012).

Notes:

- Multiple Peripheral IV and Midline IV insertion/access per treatment may be documented.
- Currently one CVAD access per treatment may be documented.

Medication Admin Items Not in Use :

- The **Vital Signs** Tab
- The **Alternate Access Device** section of the **Access Device** tab
- The **Other Clinical Doc** Tab

Reviewing Vital Sign documentation:

- Patients' vital signs are documented in EPR
- I.V. Therapy (also found on the **Vital Signs** tab) is not being documented in OPIS

MED SUMMARY

Regimen Medication Received Matrix All Treatments All Drugs

The Med Summary tabs display regimens/treatments for the patient that have been ordered in OPIS as well as the administration information documented in OPIS.

Select Systemic Therapy > Med Summary.

- Regimen** Displays a list of regimens that have been ordered for the patient.
- Medication Received** **Select** a **regimen** on the first tab, then **click** on the **Medication Received** tab to see a summary view of the listed medications' ordered dose, given dose, and intensity (percentage received to date).
- Matrix** **Select** a **regimen** on the first tab, then **click** on the **Matrix** tab to see the medication information broken into individual treatment days. Given doses will be highlighted in Green.
- All Treatments** **Click** on the **All Treatments** tab to see a list of all the scheduled treatment dates for the patient. Treatments highlighted in Green have been fully administered and treatments highlighted in Gold have been partially administered.
- All Drugs** **Click** on the **All Drugs** tab to see each scheduled medication and the associated Administration information.

NOTES:

REGIMEN SPECIFICATION

Regimen	Medication Detail	Matrix	Site Groups	Toxicity	Notes
---------	-------------------	--------	-------------	----------	-------

The Regimen Specification area in OPIS is used by the OPIS Pharmacists to build chemotherapy regimen orders in OPIS. Others will have read only access to view the regimens. This allows you to see how the regimen was constructed, independent of specific patient order.

1. **Select Pharmacy > Regimen Specification.** Use the **search** button to find a regimen to review. Information is located on the various tabs.

Regimen Displays the high level details of the regimen (Clinical Trial, Repeat Period, # of Days per Course, associated Pre and Post anti-emetic regimens, etc.).

Medication Individual medications are added and **Details** defined here. Admin instructions are visible using the **Drug Detail** button.

Medication Detail Screen

Current Drug screen

Matrix Medications are associated to the various Treatment days here.

Site Groups Regimen is associated with the various site groups here.

Toxicity Not in use at PMH at this time.

Notes Information specific to the regimen is defined here, (study info, bloodwork parameters, dose adjustments, administration requirements, etc.)

Regimen Notes screen

CCO RESOURCE LINKS

Cancer Care Ontario provides several links within OPIS to information on their website.

On Main Menu

Helpful Resources provides links to:

- CCO Formulary
- Drug Information for Patients
- New Drug Funding Program Eligibility Forms
- Program Evidence-Based Care Guidelines

Helpful Resources

On various Function Screens

- The buttons are active if there is a valid link to a Provincial Regimen and there is content to display
- There will not be content for Clinical Trial Regimens

Regimen Specific (applies to the selected regimen)

Reg Monograph	Monograph for the regimen	Located in Chemo Order Entry, Medication Admin, Regimen Specification
PEBC	Program Evidence-Based Care information	Located in Chemo Order Entry, Medication Admin, Regimen Specification
Description	Short provincial formulary regimen description	Located Regimen Specification

Drug Specific (applies to the selected drug)

Drug Monograph	Drug monograph	Located in Chemo Order Entry, Medication Admin, Regimen Specification
Patient Drug Info ENG	Information about the drug for the patient (English)	Located in Chemo Order Entry, Medication Admin, Regimen Specification
Patient Drug Info FR	Information about the drug for the patient (French)	Located in Chemo Order Entry, Medication Admin, Regimen Specification
FDB Monograph	First Databank Drug Monograph	Located in Chemo Order Entry, Medication Admin, Regimen Specification