

INFOFLEX WEB V6

QUICK REFERENCE GUIDE – Breast Stratified Follow-Up (SFU)

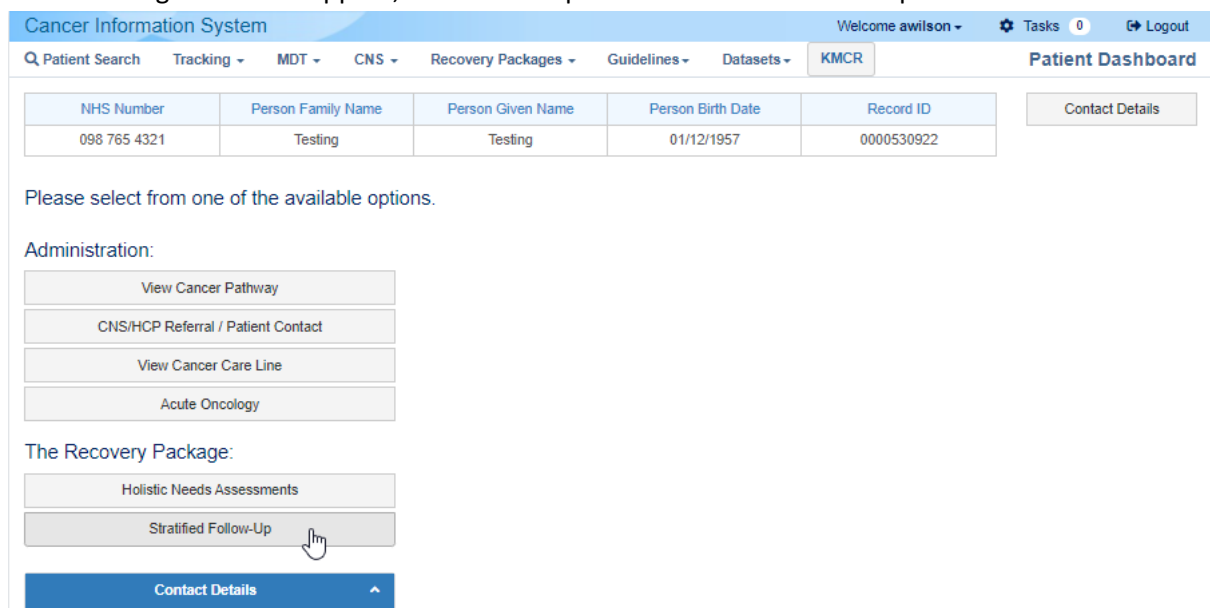
Note: A patient must have a recorded diagnosis of Breast Cancer and be placed onto the Breast SFU pathway via an MDT meeting in order for this module to be enabled.

Section 1: Searching for the patient

There are two main ways to search for a patient that has been placed on a Breast SFU pathway. The first is to search for the patient's individual record and the second is using the Tracking list function to find the patient.

Method 1 – Searching for an individual patient record:

- 1) Log into Infoflex Web
- 2) In the search screen enter the patient's NHS number or search by name (use wildcards %* to increase search results)
- 3) Click on the row of the returned result for the correct patient in order to select that patient's record.
- 4) The following screen will appear, click on the option for Stratified Follow-Up



Cancer Information System | Welcome awilson | Tasks 0 | Logout

Q Patient Search | Tracking | MDT | CNS | Recovery Packages | Guidelines | Datasets | KMCR | Patient Dashboard

NHS Number	Person Family Name	Person Given Name	Person Birth Date	Record ID
098 765 4321	Testing	Testing	01/12/1957	0000530922

Contact Details

Please select from one of the available options.

Administration:

- View Cancer Pathway
- CNS/HCP Referral / Patient Contact
- View Cancer Care Line
- Acute Oncology

The Recovery Package:

- Holistic Needs Assessments
- Stratified Follow-Up

Contact Details ^

- 5) The next screen prompts the user to choose the appropriate pathway, clicking the relevant line will open the Breast SFU Module.

Method 2 – Searching for patients via Tracking Lists

- a. Log into Infoflex Web.
- b. From the Recovery Packages Menu select Stratified Follow-Up > Breast.
- c. On the next screen there are two drop down menu options, select the appropriate options.
- d. A list of patients will appear and the relevant patient can be select by clicking on the row. This opens the Breast SFU module.

Section 2: Understanding and Navigating the Breast Stratified Follow-Up screens

The screen is designed to present the most useful information at a glance with quick reference links to view screens with information on Diagnosis, Treatments, Pathology. Clicking on these links will open up a screen with relevant information. When wishing to return to the Stratified Followup screen click the link.

There are two tabs on the main section, the screen defaults to the Stratified Follow-Up details tab. The Second tab is headed Current Follow-up

Tab 1 Stratified Follow-up details

The first time this section is accessed it will appear almost blank. If reviewing a previously completed record you will see the already populated fields. It presents the top-level information and should not need to be routinely changed unless the patient is discharged or taken out of the pathway.

Follow-up Start Date: will be auto populated from the date which the SFU event was generated through the Cancer Care Plan/MDT event. This date can be updated to another date if appropriate (highlight the date and press the 't' key will put in today's date alternatively the calendar icon can be used).

Follow-up group: This is a code list from which one or more relevant options can be selected.

Follow-up Led By: This is a drop-down list from which the relevant option can be selected.

Follow-up Status: Defaults to Active automatically.

Off Pathway Date (Last): Date is populated via the Off-Pathway options (* See [Discharge/ Off Pathway](#) Section)

Responsible Surgeon: enter code or use dictionary icon.

Managing oncologist: enter code or use dictionary icon.

Key Worker: enter code or use dictionary icon.

Hospital (KW): Field will auto populate based on site recorded in Dictionary.

Continue Annual mammogram to age 50?: Tick box (if appropriate)

Endocrine review (Prior to Discharge).

Is this patient on Endocrine treatment? Click into box to apply tick, if applicable.

Endocrine treatment reviewed? Click into box to apply tick, if applicable.

Clinical Trial Details

Considered for Trials, Click into box to apply tick, if applicable. A freetext field will appear in which the details of the Trials can be entered.

Tracker Comments: Freetext field, comments appear in tracking list view.

CNS OAFU Review Due Date: Calendar item.

Tab 2: Current Follow-up

The first time this screen is accessed it will appear blank as this would normally be the review at which the tests are scheduled. From the second review dates will be populated in the Last Test scheduled column.

Stratified Follow-up Details
Current Follow-up

Enter Date of Review to begin

Date of Review*
Person reviewing
Age at Review
Key Worker
Hospital (Key Worker)

	Last Test Scheduled	Outcome of Last Test	Modify Schedule	Schedule Next Test (from Diagnosis)	Next Test Due	On Pathway	No longer required
Mammogram							
Bloods							
DEXA							
MRI Breast							
MRI Other							
CT							
US Breast & Axilla							
US Other							
Bone Scan							

Review Outcome*
Letter to Generate
Next Review Date
Review Status*

* Fields must be entered before the Review can be marked as

Date of review: Use 't' to default in today's date or alternatively the calendar and clock icons can be used.

Age at Review: auto populates once Date of review has been entered.

Person reviewing: enter code or use dictionary icon.

Key Worker: will auto populate from Tab 1.

Hospital (Key Worker): will auto populate.

The next few rows relate to the individual tests that can be/have been ordered.
 For the first review, tests would need to be scheduled. (Please note, that this does not send requests to the Pathology and Radiology systems and manual requests will still need to be made)

To record the scheduling of tests:

- Select row for relevant test e.g. Mammogram.
- Click into Modify Schedule box and a tick will appear.
- In the next column Schedule Next Test (from Diagnosis) use the arrows to enter the number of months (from the diagnosis date) that the test needs to be carried out.
- In the next column a date will appear.

To record results of previous test:

The Last test Scheduled column will contain the date that the test was carried out. Clicking into the Outcome of Last Test field will produce a drop-down list of outcomes to select from.

Review Outcome: Drop-down list

Tests Ordered?: This is a tick box prompt to indicate the test requests have been made to Pathology/radiology. Will need to be ticked to allow save.

Next Review Date: Will default to the earliest next test date.

Review Status: Must be changed to complete before saving data.

Letter to Generate: This is a code list from which a letter template can be selected. If the Ad Hoc letter is selected a freetext box will appear. Any text entered will appear within the body of the letter.

***Discharge/ Off Pathway**

To change the follow-up status:

Stratified Follow-up Details tab

Follow-up Status Update?: Click into the box to place a tick. The box to the right of this that currently displays active will enable a dropdown list of options to select from.

Two more fields will then appear.

Discharge Date: enter date or use calendar.

Reason for Discharge: Freetext.

Stratified Follow-up Details

Current Follow-up

Follow-up Start Date

25/08/2021

Follow-up group

Post, Pre, Peri-Menopausal Women and Men on Endocrine Therapy

Follow-up Led By

Nurse led

Follow-up Status

Update? ☒

Active

Active

Discharged

Off Pathway

Deceased

Refer Back to Cancer Team

Org F-Up carried out at*

RVV01 - WILLIAM HARVEY HOSPITAL

Responsible Surgeon

C4113045 - WILLIAMS

Managing Oncologist

C1641936 - ABBOTT

Key Worker (KW)

EKLH1 - Louise Housten

Hospital (KW)

WILLIAM HARVEY HOSPITAL

Continue Annual mammogram to age 50?

☐

Endocrine Review (Prior to Discharge)

Is this patient on Endocrine treatment?

☒

Endocrine treatment reviewed?

☒

Clinical Trial Details

Considered for Trials

☐

Comments

CNS OAFU Review Due Date

Refer back to Cancer Team

- Refer back to cancer team?:** A tick will appear if this option has been selected in the Follow-up Status.
- Reason for Referral (Re-entry):** dropdown .
- Date Decision made of Referral (Re-entry):** The date on which it was decided to refer back the patient to the cancer team.
- Urgency of Referral:** It indicates the urgency of the current refer back.
- Information Provided to:** It specifies to whom the information of refer back has to be provided like GP, Patient, Cancer Care Team etc.
- Letter(s) (Re-entry)** – It provides an option to generate either Patient Letter or a GP Letter. (Additional letters can be added)
- Comments (Re-entry)** – Freetext field.

All Follow-up details

At the bottom of the SFU screen is another section containing useful at a glance information:

All follow-up details

Date of Review	Review Outcome	Mammogr...	Mammogr... Outcome	USG Breast	USG Breast Outcome	MRI Breast	MRI Breast Outcome	DEXA Scan	DEXA Outcome	CT Scan	CT Outcome
25/08/2021	Schedule Tests	11/01/2022						31/08/2021			
22/04/2021	Test Not Performed	11/01/2022				11/01/2022		11/04/2021	not yet ordered		
22/04/2021	Schedule Tests	11/01/2022						11/04/2021			
03/03/2021	Schedule Tests										

1

5

rows per page

Showing 1-4 from 4 rows

- Reviews:** A summary of all the previous reviews appears at the bottom of the screen, with dates and results.
- Status History:** This will show details of pathway status for example if the patient has been taken off-pathway and then made Active again.
- Mammogram:** Interface based summary view. Coming soon.

- **USG Breast:** Interface based summary view. Coming soon.
- **MRI Breast:** Interface based summary view. Coming soon.
- **DEXA:** Interface based summary view. Coming soon.
- **CT:** Interface based summary view. Coming soon.
- **Bone Scan:** Interface based summary view. Coming soon.
- **Bloods:** Interface based summary view. Coming soon.
- **Review Document:** All the letters that have been generated from the reviews can be found here, clicking on a row will open the document in PDF format in another tab in the Web Browser.

Letters available for selection:

Happy Mammogram – Letter to patient to notify normal mammogram result.

Adhoc letter – When selected a freetext box will appear and the text entered into it will appear in the letter once it is generated.

Abnormal Results – Letter to patient inviting for further tests following abnormal results.

All Trusts-Normal Results-Yearly Mammogram Invite – Standard letter to patient inviting for yearly mammogram. (following normal mammogram result)

5th year – Continue Mammogram to 50 – Letter to patient inviting for tests after 5 years of completion of surveillance. (for patients <50 years of age)

5th Year Completed-Discharge – Letter to patient upon 5 years completion of SFU when patient is discharged. (for patients 50+)

Section 3: Tracking Lists and Reports

These can be accessed via the Recovery Packages link that appears at the top of the screen. The dropdown menu gives the option for Stratified Follow-up > Breast, once selected a screen appears that defaults to the Tracking Lists tab .

Hosp No	NHS No	Name	Age	Date of Diagnosis	Led By	Status	Next Review Due	Next Mammo...	Next USG Breast	Next MRI Breast	Next DEXA	Next Scat
					Supported Self							

Tracking Lists

The Summary View dropdown contains two options, when an option is a query can be selected to display the required list of patients.

Reviews – Due | Queries:

1_BR - All - CNS Review Due By Org
1_BR - All - Reviews Due in Next Month SFU Org
1_BR - All - Reviews Due in Parameter - Bloods SFU Org
1_BR - All - Reviews Due in Parameter - Bone Scan SFU Org
1_BR - All - Reviews Due in Parameter - CT SFU Org
1_BR - All - Reviews Due in Parameter - DEXA SFU Org
1_BR - All - Reviews Due in Parameter - Mammogram SFU Org
1_BR - All - Reviews Due in Parameter - MRI Breast SFU Org
1_BR - All - Reviews Due in Parameter - MRI Other SFU Org
1_BR - All - Reviews Due in Parameter - Ultrasound Breast & Axilla SFU Org
1_BR - All - Reviews Due in Parameter - Ultrasound Other SFU Org
1_BR - All - Reviews Over Due SFU Org
BR - All - Reviews Due in Next Month
BR - All - Reviews Due in Parameter - Bloods
BR - All - Reviews Due in Parameter - Bone Scan
BR - All - Reviews Due in Parameter - CT
BR - All - Reviews Due in Parameter - DEXA
BR - All - Reviews Due in Parameter - Mammogram
BR - All - Reviews Due in Parameter - MRI Breast
BR - All - Reviews Due in Parameter - MRI Other
BR - All - Reviews Due in Parameter - Ultrasound Breast & Axilla
BR - All - Reviews Due in Parameter - Ultrasound Other
BR - All - Reviews Over Due

Status | Queries

1_BR - Active - All SFU Org
1_BR - Active Consultant SFU Org
1_BR - Active Nurse SFU Org
1_BR - Active SSM SFU Org
1_BR - All Status SFU Org
1_BR - Deceased SFU Org
1_BR - Discharged SFU Org
1_BR - Off Pathway SFU Org
1_BR - Off Pathway-Re-Entered SFU Org
1_BR - Off Pathway-Re-Entered-Discharged SFU Org
1_BR - Refer Back to Cancer Team SFU Org
1_BR - Tracking (All) SFU Org
BR - Active - All
BR - Active Consultant
BR - Active Nurse
BR - Active SSM
BR - All Status
BR - Deceased
BR - Discharged
BR - Off Pathway
BR - Off Pathway-Re-Entered
BR - Off Pathway-Re-Entered-Discharged
BR - Other
BR - SFU Not Initiated
BR - Tracking (All)

Reports

The Standard reports available show numbers of patients in specific follow up categories:

Report A – All Status Report

- Runs on today's date by default.
- Displays data for last month, 3 months and 12 months.
- Shows a summary of the numbers Follow-ups broken down into various categories such as Follow-up Group, Follow-up Led By and Follow-up Status.

Report B – For all Organisations

- User enters Start and End Dates for report to run.
- Shows a summary of the numbers of Follow-ups broken down into various categories and also by Organisation (site).
- Shows number of investigations ordered during requested period.

Report C – Organisation Specific

- User enters Organisation and Start and End Dates for report to run.
- Displays data on various Follow up categories for the specific organisation.
- Displays the number of Investigations ordered within the selected dates.