Login page. Enter the correct email address and password.



*Figure 1 Login page*

INCIDENTS PAGE

The 'Incidents' page has multiple tabs which display different data about reported incidents.



*Figure 2 Incidents page*

Incidents can be filtered by date and different options like patient age or gender, incident type, etc. From each category multiple options can be selected. The search result contains only incident reports that have been approved by the administrator.



*Figure 3 Search*

If an option is selected, but the corresponding input field is hidden (by pressing the appropriate category button), the category button will be highlighted with a different color than other category buttons where option is selected. See figure 4.

# INCIDENTS

**From Date**                          **To Date**

📅 [                    ]              📅 02/03/2016

| SEARCH | ANATOMICAL SITE | DISEASE | DOSIMETRY SEVERITY | HOW DISCOVERED |
|---|---|---|---|---|
| | IGRT | INCIDENT INVESTIGATED | INCIDENT TYPE | PATIENT AGE |
| | PATIENT GENDER | TOXICITY OBSERVED | TOXICITY POTENTIAL FUTURE | |

*Figure 4 Highlighted category button*

Although the category field is hidden, the selected options will be used when fetching the reported incidents.

The search filter is used by every tab, which means that the user has to define the search criteria only once and it will be applied on every tab (Table, Charts, Flow).

SAVE DRAFT

When filling out the report incident form you have the ability to save a draft at any time in the process. At the bottom of the form there's a button labeled 'Save Draft'. After clicking on that button a link will be displayed. That link will enable you to continue editing the form whenever you are ready, all the fields will be pre-populated for you.

NOTE: the saved draft will not be part of the reports and nobody will be able access or analyze it. Only after you have submitted the whole incident this will be possible.

*Figure 5 Save draft*

# TABLE TAB

The first tab, Table, display basic information about incidents. Additional data can be looked up by pressing the '+' button on the far right which opens a pop-up.

| ID | CentreInformationID | Incident State | Centre Info: Date Created | Discoverer | More |
|----|---------------------|----------------|---------------------------|------------|------|
| 1 | 1 | Approved | Jul 22, 2015 | | + |
| 2 | 3 | Approved | Jul 22, 2015 | | + |
| 3 | 5 | Approved | Jul 22, 2015 | | + |
| 4 | 4 | Approved | Jul 22, 2015 | | + |
| 5 | 2 | Approved | Jul 22, 2015 | | + |

*Figure 6 Table tab*

The pop-up contains several tabs with different data.

*Figure 7 Incident pop-up*

The last tab in the pop-up is called 'SEVRRA'. In this tab the user can perform risk analysis for the selected incident by selecting parameters that best suit their scenario.

*Figure 8 SEVRRA tab*

CHARTS

Under the Charts tab the user can find additional tabs which lead to different chart types. Bars and pie pieces are clickable and trigger a drill down to a lower level.
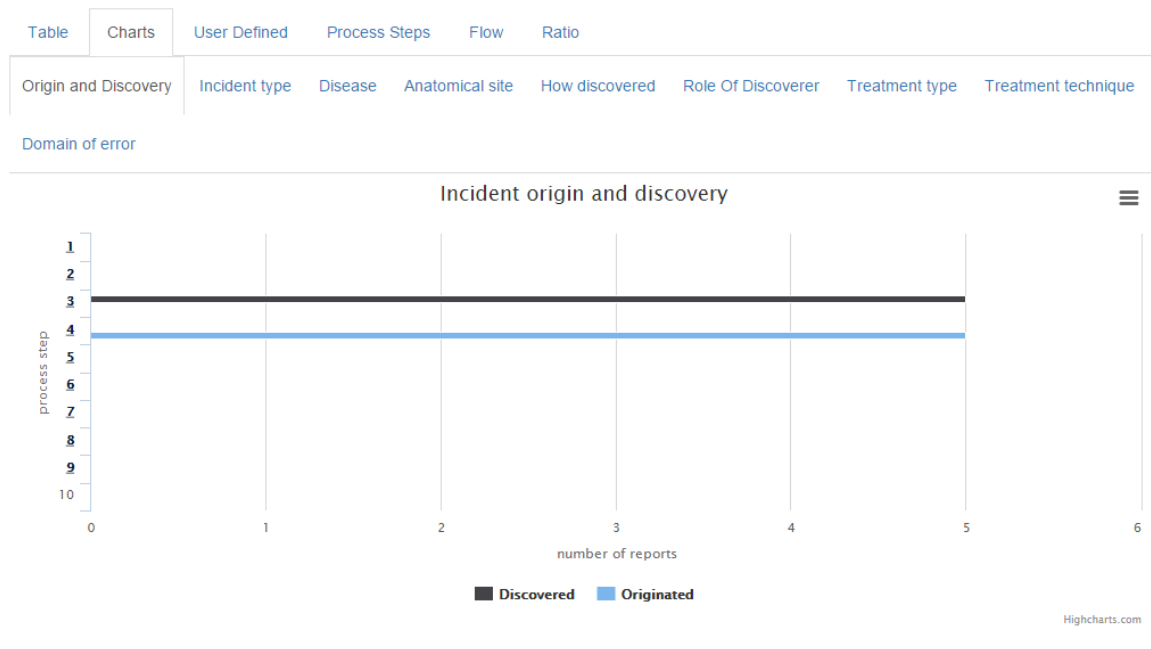
*Figure 9 Charts*

FLOW

This tab shows a graphical representation of how many incidents originated or were discovered in a process step. Steps with additional sub steps are clickable. If you click on a square with a value, you'll be redirected to the table tab which will be filled with incidents that originated or were discovered in the selected process step.
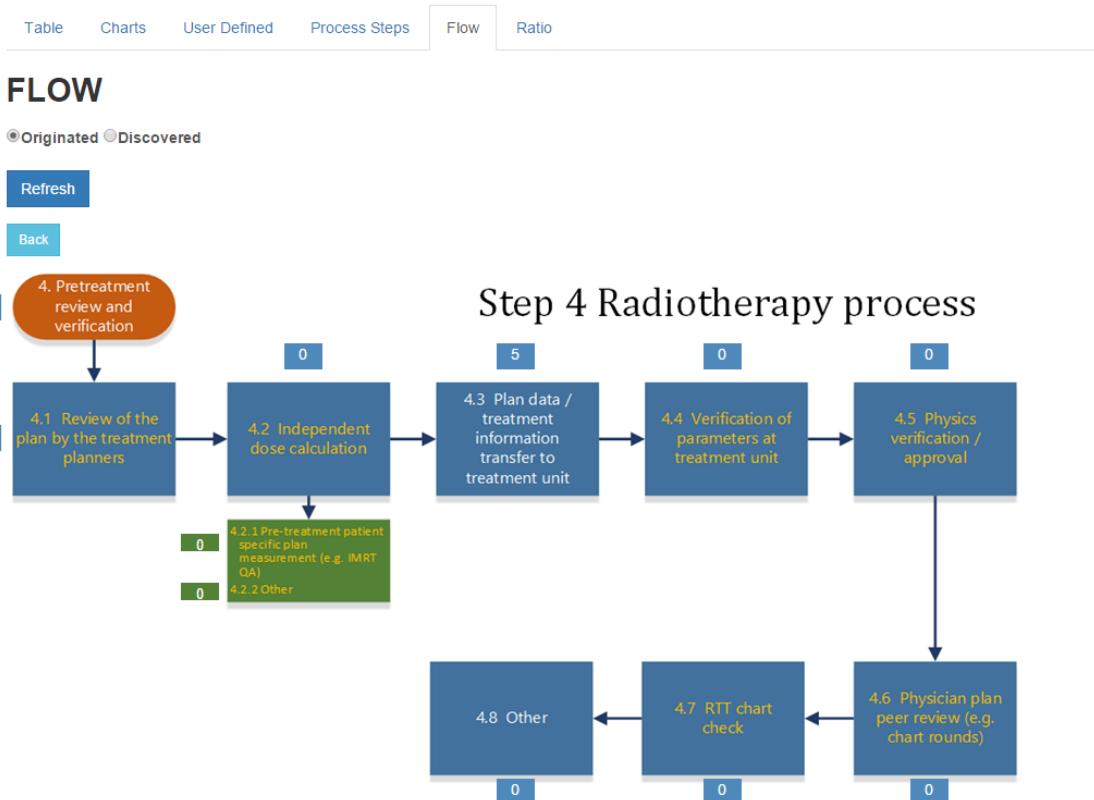
*Figure 10 Flow*

## CREATE INCIDENT

'Create incident' consists of multiple page of forms separated in three main parts: centre information, external report, and supplemental information.



*Figure 11 Create incident*

After each part is finished the user can review their input.

**CREATE INCIDENTS**

**FINISH CENTRE INFORMATION**

| | |
|---|---|
| **Geographic Region** | Southern Africa |
| **Centre Type 1** | non-academic |
| **Centre Type 2** | private |
| **Centre Type 3** | rural |
| **Centre Type 4** | part of a hub and satellite (hub or satellite) arrangement |
| **Staff RO** | 6546 |
| **Staff QMP** | 546 |
| **Staff RTT** | 546 |
| **Staff CMD** | 564 |
| **Staff RN Tx** | 564 |
| **Staff RN Pt** | 456 |
| **Staff Other** | |
| **Number Patients** | 546 |
| **QMP 1** | true |
| **QMP 2** | true |

Back  Next

*Figure 12 Create incident review*

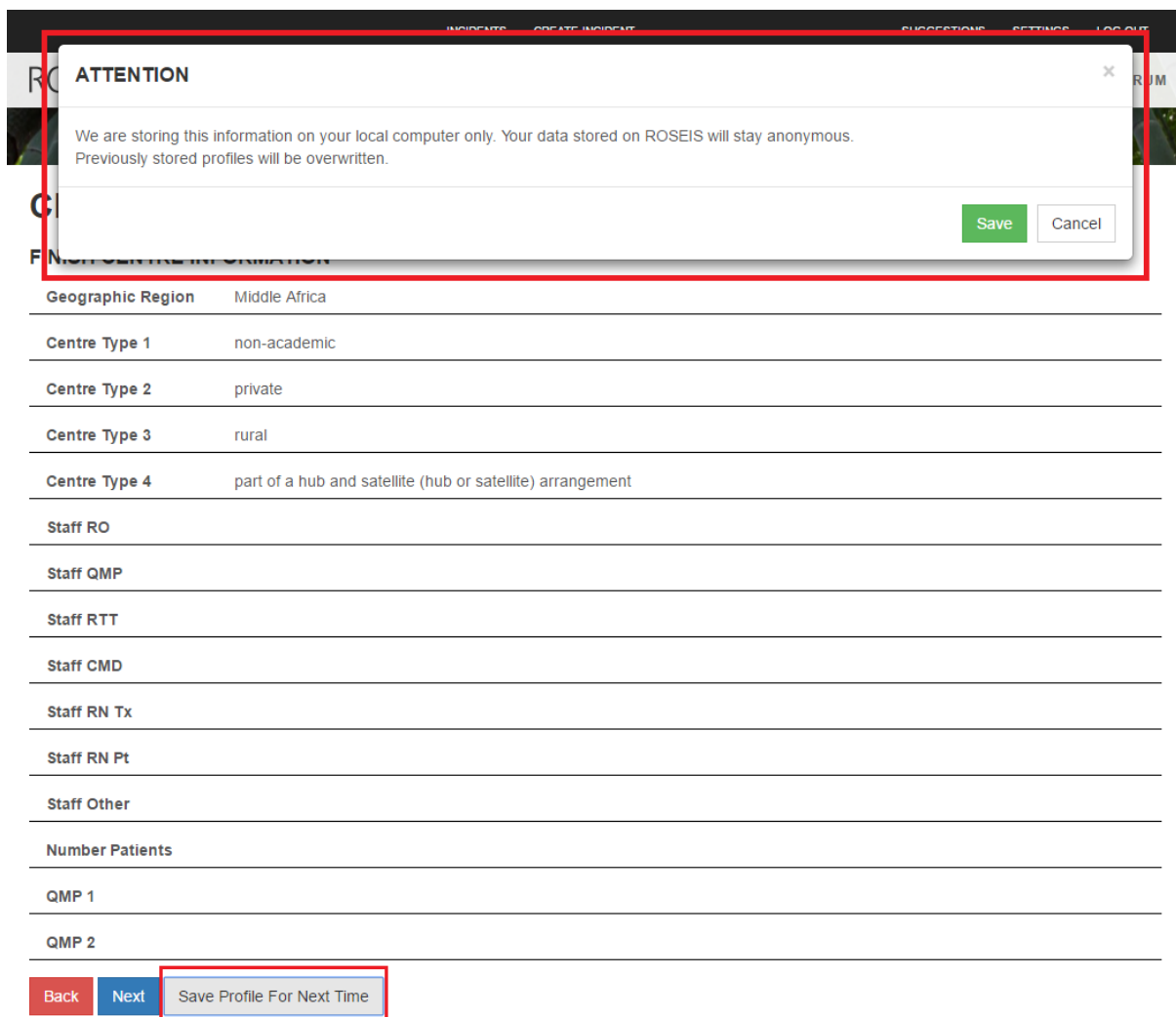After the incident has been submitted the user can review the entire incident and download it for offline review.

# CREATED INCIDENT

| | | |
|---|---|---|
| **Incident Id** | 7 | |
| **Geographic Region** | South America | |
| **Centre Type 1** | academic | |
| **Centre Type 2** | private | |
| **Centre Type 3** | rural | |
| **Centre Type 4** | part of a hub and satellite (hub or satellite) arrangement | |
| **Staff RO** | | |
| **Staff QMP** | | |
| **Staff RTT** | | |
| **Staff CMD** | | |
| **Staff RN Tx** | 123 | |
| **Staff RN Pt** | 14 | |
| **Staff Other** | | |
| **Number Patients** | 20 | |
| **QMP 1** | true | |
| **QMP 2** | true | |
| **Treatment Type** | brachytherapy | |
| **Incident Type** | adverse event | |

*Figure 13 Submitted incident*

CENTRE INFORMATION

The Centre Information form has an additional feature. After inserting all required data the user will see a page where all data can be reviewed once more and at the bottom of the page is a button which says 'Save Profile for Next Time'. This button opens a confirmation dialog which explains that the user can store this Centre Information locally on their PC. This profile will NOT be stored anywhere else.



*Figure 14 Saving Centre Information profile*

The next time the user wants to create a new incident a 'Load profile' button will be displayed on the first page of the Centre Information form which, if clicked, will populate all fields that have been saved the previous time. Only

one profile can be stored. If the user decides to press the 'Save Profile for Next Time' again, the previous data will be overwritten.

# CREATE INCIDENTS

## CENTRE INFORMATION 1/4

**Geographic Region**  [Load profile]

[ Middle Africa ▾ ]

**Centry Type 1**

[ non-academic ▾ ]

**Centry Type 2**

[ private ▾ ]
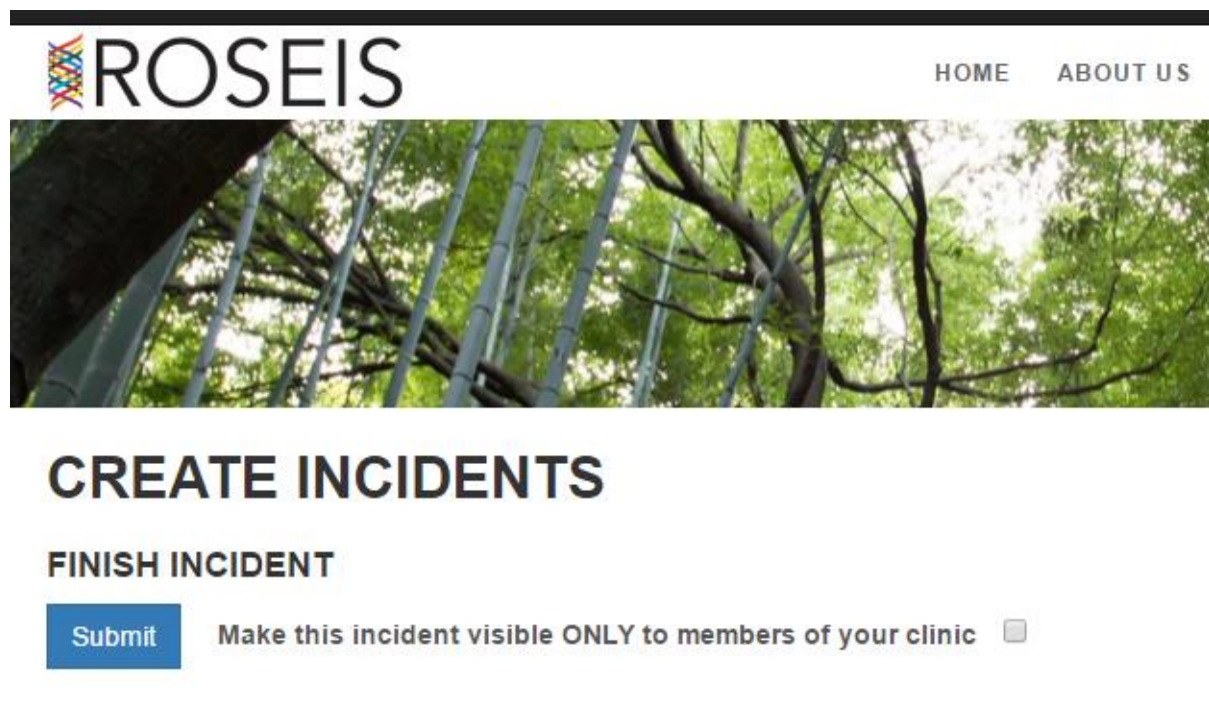
**Centry Type 3**

[ rural ▾ ]

**Centry Type 4**

[ part of a hub and satellite (hub or sat ▾ ]

[ Next ]

*Figure 15Loading Centre Information profile*

INCIDENTS VISIBLE ONLY TO MEMBERS OF A CERTAIN CLINIC

If the user, who's creating the incident, is a member of a unique role (created and assigned by the administrator) an additional option will show up before submitting the incident.



*Figure 16 Option to make incident available only to clinic staff*

If the checkbox with the label 'Make this incident visible ONLY to members of your clinic' stays unchecked the incident will be shown in the incident filter and taken into account for statistics for all users.

If the said checkbox is ticked the incident will show up only in searches for users who are members of the same clinic.

If the user who is creating the incident is a member of multiple clinics/roles an additional dropdown menu will be displayed from which the user can select to which clinic/role the incident should be visible. Only one clinic/role can be selected.

*Figure 17 User who is a member of multiple roles*

Also, if the user is a member of multiple clinics/roles, incidents from all of his clinics/roles will be displayed in the results and statistics.