

Login page. Enter the correct email address and password.

INCIDENTS CREATE INCIDENT LOG IN

ROSIS HOME ABOUT US WORKSHOPS SPOTLIGHT CASES PUBLICATIONS DISCUSSION FORUM

## AUTHORIZATION

### LOG IN

E-mail \*

Password \*

Log in

I forgot my password

Figure 1 Login page

## INCIDENTS PAGE

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

INCIDENTS CREATE INCIDENT SETTINGS LOG OUT

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## 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 |                |

Table Charts User Defined Process Steps Flow Ratio

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.

**INCIDENTS**

From Date  To Date

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

**Anatomical Sites**

Abdomen  Genitals  Anatomical Sites

**Disease**

- Breast Cancer
- Central Nervous System Tumors
- Gastrointestinal Cancers
- Genitourinary Cancers
- Gynecological Cancers
- Head and Neck Cancers
- Pediatric Cancers
- Sarcomas - Cutaneous Tumors
- Thoracic Malignancies

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

|        |                 |                       |                           |                |
|--------|-----------------|-----------------------|---------------------------|----------------|
| 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.

**Date of discovery****Date of occurrence****Short description of event****Additional information if required****Actual deviation from intended dose****Potential deviation from intended dose (near miss)****Observed toxicity****Expected future toxicity****Potential toxicity if this incident had not been discovered**[Back](#)[Next](#)[Save Draft](#)<https://roseisapp.estro.org/#/createIncidents/2>

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.

Table   Charts   User Defined   Process Steps   Flow   Ratio

1 - 5 of 5 incidents found  
Previous   Next

| 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              |            | +    |

1 - 5 of 5 incidents found  
Previous   Next

Figure 6 Table tab

The pop-up contains several tabs with different data.

INCIDENTS    CREATE INCIDENT    ADMIN    LOG OUT

**INCIDENT ID: 1** ✕

Centre Information    External Report    Supplemental Information    SEVRRRA

| Centre Information  |               |
|---|---------------|
| ID  | 1             |
| Type 1  | academic      |
| Type 2  | private       |
| Type 3  | rural         |
| Type 4  | stand alone   |
| Date of profile   | Jul 22, 2015  |
| Geographic Region   | Middle Africa |
| Number of patients treated per annum  |               |
| Is there a risk management or safety committee in the centre?                 | false         |
| Is there a protocol or procedure in place for the investigation of incidents? | false         |
| Disease sites being treatment   |               |
| Number of FTE staff treatment planners  |               |
| Other staff description   |               |
| Number of FTE other staff   |               |
| Number of FTE staff medical physicists  |               |
| Number of FTE staff nurses for patient support                                |               |
| Number of FTE staff nurses working on treatment units                         |               |
| Number of FTE staff radiation oncologists                                     |               |

Figure 7 Incident pop-up

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

**INCIDENT ID: 1** ✕

Centre Information   External Report   Supplemental Information   SEVRRRA

Try to skip the treatment of a secondary volume during the administration of the daily treatment.

**Initiator**

**Event**

Name: Try to skip the treatment of a secondary volume during the administration of the daily treatment.

Description: Omission of a secondary treatment location (volume) at the daily treatment session

**Barriers**

The daily session printout allows for visualization of the delivered treatment, to be taken into account in the following treatment session

Manual recording by the radiotherapy technologist, independent from the treatment computer

Treatment record and verify system, which checks all information of the treatment being delivered and can detect possible inconsistencies

**Frequency reducers**

Keeping the workload at a moderate level

**Consequence reducers**

Weekly medical evaluation of the patient can detect errors from treatment delivery or from previous stages

**Risk Analysis** Calculate

|             |        |
|-------------|--------|
| Frequency   | Medium |
| Probability | High   |

Close

Figure 8 SEVRRRA 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.

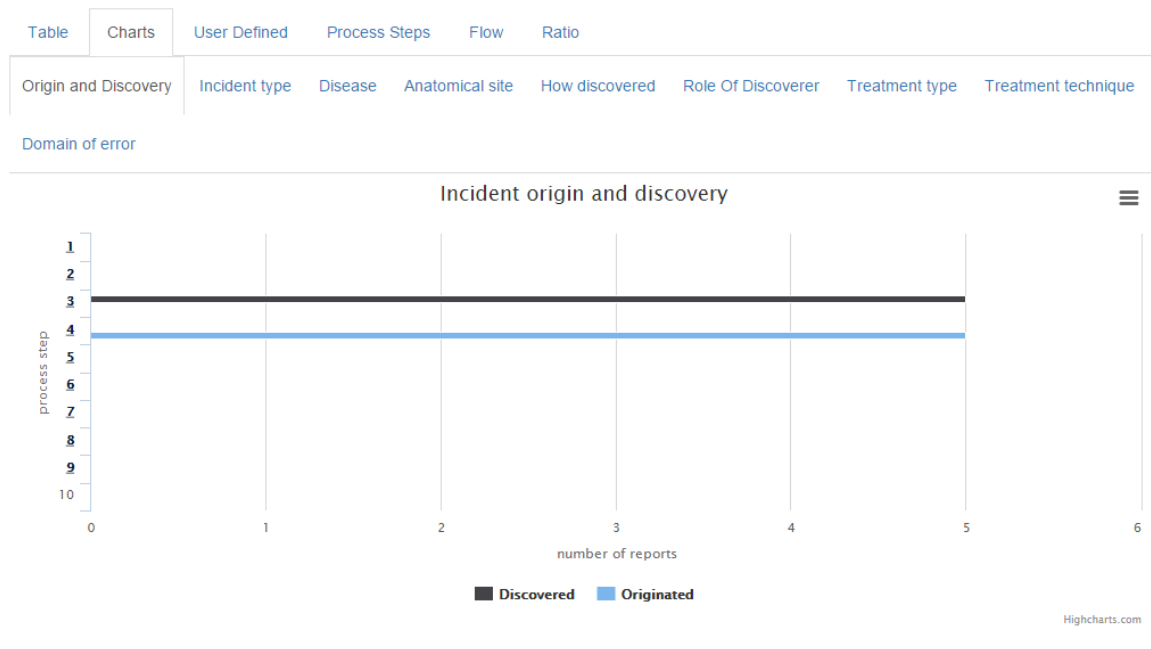


Figure 9 Charts

## 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.



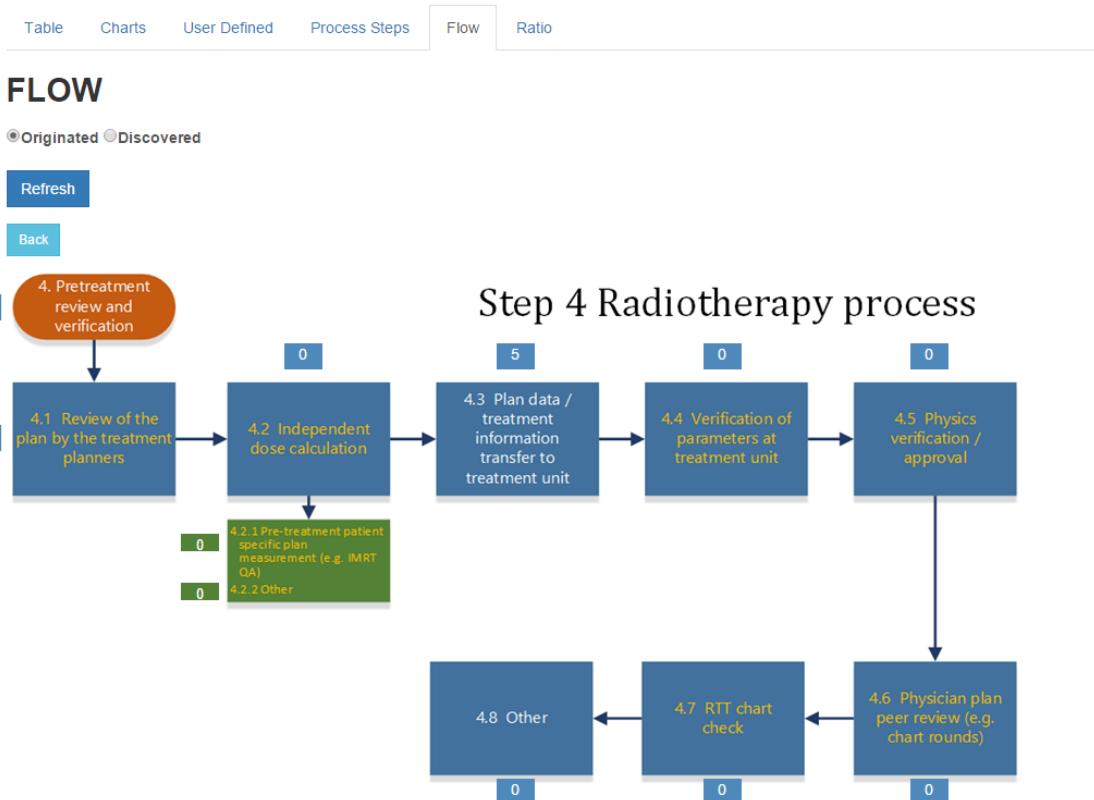


Figure 10 Flow

## CREATE INCIDENT

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

## CREATE INCIDENTS

### CENTRE INFORMATION 1/4

Geographic Region **Required**

Centre Type 1 **Required**

Centre Type 2 **Required**

Centre Type 3 **Required**

Centre Type 4 **Required**

Next

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.

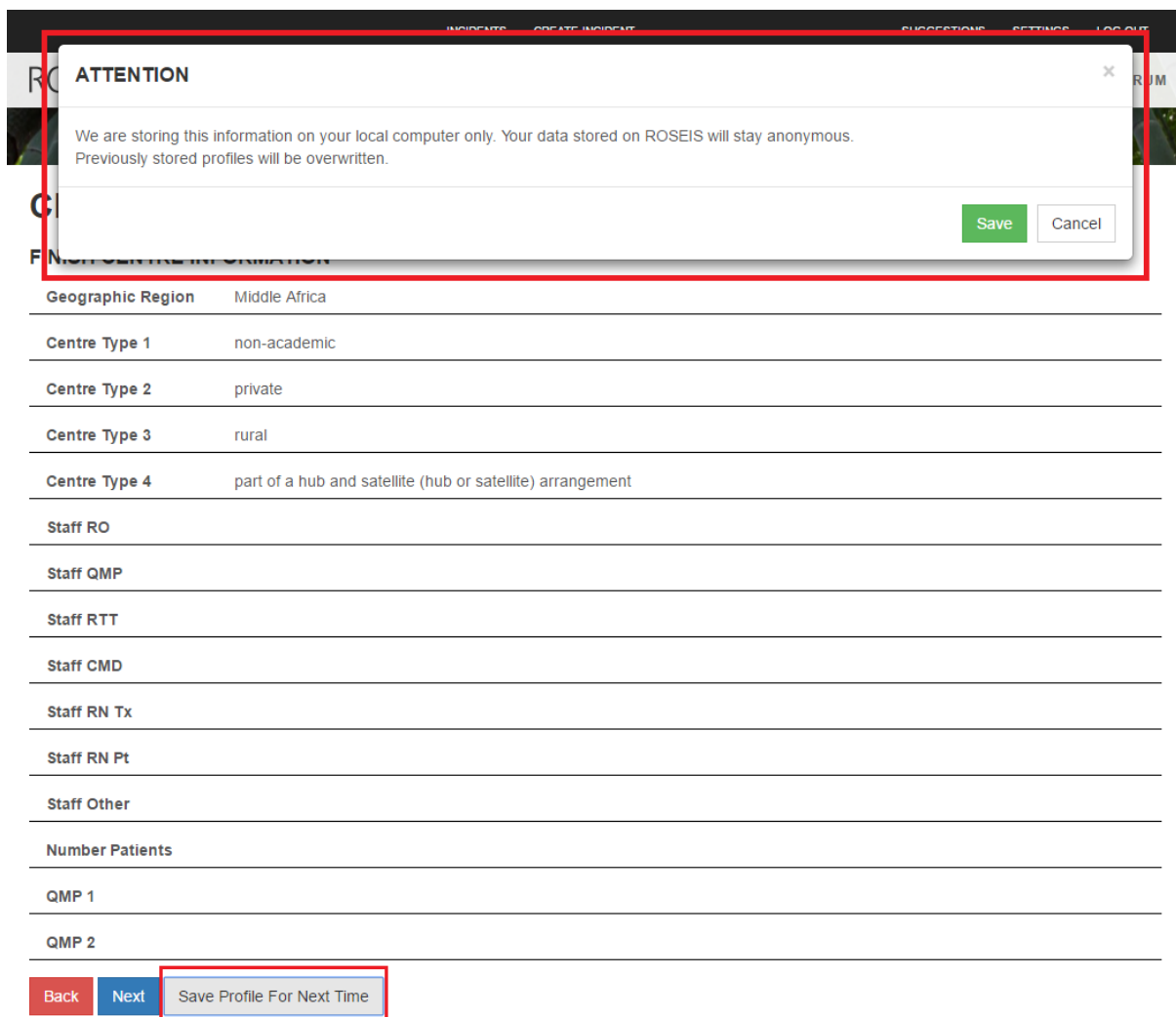
## CREATED INCIDENT

|                   |  |                          |                               |                      |
|-------------------|--|--------------------------|-------------------------------|----------------------|
| Incident Id       | 7  | <a href="#">Download</a> | <a href="#">Show Incident</a> | <a href="#">Next</a> |
| 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.



The screenshot shows a web application interface for 'Centre Information'. A modal dialog box titled 'ATTENTION' is open, displaying the following text: 'We are storing this information on your local computer only. Your data stored on ROSEIS will stay anonymous. Previously stored profiles will be overwritten.' The dialog has 'Save' and 'Cancel' buttons. Below the dialog, the form fields are visible, including 'Geographic Region' (Middle Africa), 'Centre Type 1' (non-academic), 'Centre Type 2' (private), 'Centre Type 3' (rural), and 'Centre Type 4' (part of a hub and satellite (hub or satellite) arrangement). Other fields include 'Staff RO', 'Staff QMP', 'Staff RTT', 'Staff CMD', 'Staff RN Tx', 'Staff RN Pt', 'Staff Other', 'Number Patients', 'QMP 1', and 'QMP 2'. At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Save Profile For Next Time', which is highlighted with a red box.

|                   |  |
|-------------------|--|
| Geographic Region | Middle 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          |  |
| Staff QMP         |  |
| Staff RTT         |  |
| Staff CMD         |  |
| Staff RN Tx       |  |
| Staff RN Pt       |  |
| Staff Other       |  |
| Number Patients   |  |
| QMP 1             |  |
| QMP 2             |  |

Back Next Save Profile For Next Time

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 ▼

**Centre Type 1**

non-academic ▼

**Centre Type 2**

private ▼

**Centre Type 3**

rural ▼

**Centre Type 4**

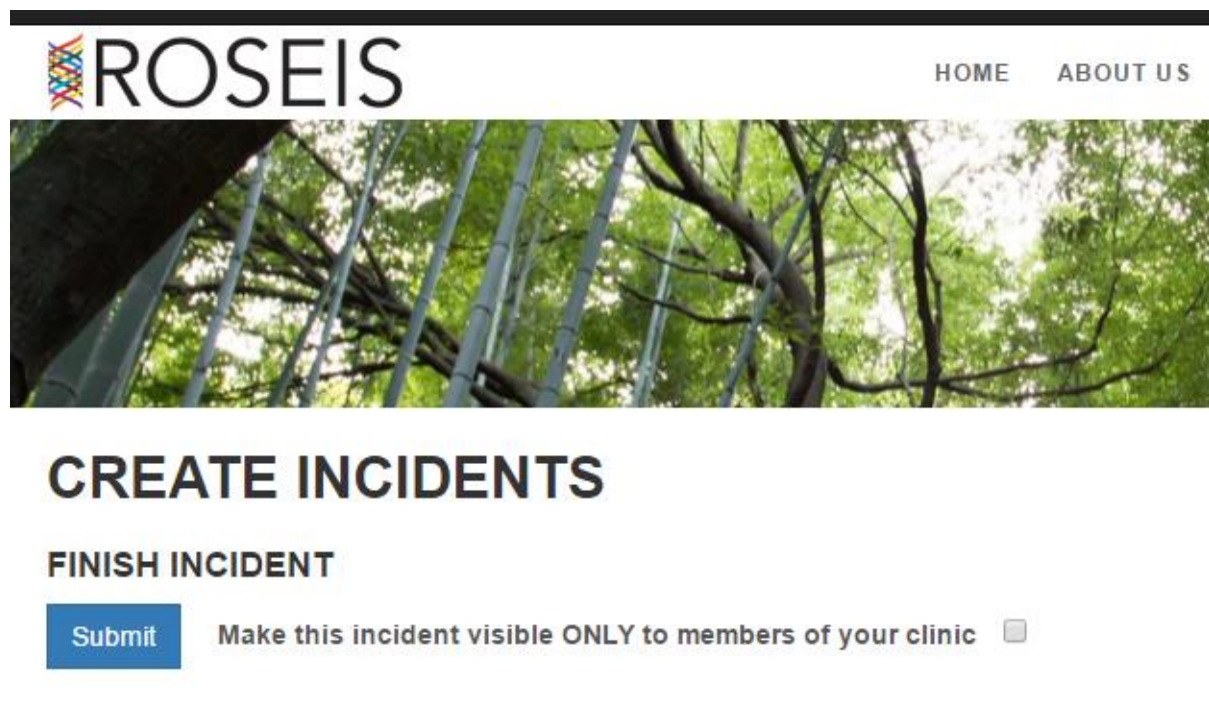
part of a hub and satellite (hub or sai) ▼

[Next](#)

Figure 15 Loading 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.



## CREATE INCIDENTS

### FINISH INCIDENT

Make this incident visible ONLY to members of your clinic

Select clinic ▼  
Select clinic ▼  
Albany Medical Center  
Mt. Sinai  
UCSD

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.