



CONTRIBUTE IN A PANEL AS AN EXPERT:

Health Professionals within the CPMS can also contribute in consultation panels giving advice as experts. The HP can only contribute to those panels there are invited to. The users can contribute to panels through **the ERN application**.

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Accept/Refuse the invitation:

1. The first step to contribute in a panel as an expert, is to accept/ refuse the invitation. Please access to the **ERN** application.



Figure 1 CPMS General Dashboard: Access ERN application

2. In **panel Invitations** section you will see all the invitations to collaborate in ERN panels. Click on the invitation and you will be redirected to the panel.

Europea Referen Networl	n ce ERN 1	TRANSPLANTCH	HILD - Transplantat		Centre	ERN	Мар	8 -	💄 transplanthpuser3 testuser 🗸			
*TRANSPLANTCHILD - Transplantation in Children USER: transplanthpuser3 testuser												
Dashboard	Panel Invitatio	ons	2	•	Member	r Taskli	ist		2			
	Panel ID	Date	Nickname		Nickna	me	Task					
Panels	#712	06/09/2018	rainyday		#712 rainyda	y	You have A	been inv	ited to join this panel. Please			
Tasklist	Urgent Panels	;										
តែដ ំរ My	There are no u	rgent panels.			My Mee	tings	eduled to a	attend an	v meetings.			
Meetings	My Panels		a de la companya de l	•					,			
Webinars	Panel ID	Date	Nickname									
-	#199	18/10/2017	hannove_1									
Preference	#591	12/06/2018	toer									
	#590	12/06/2018	text_img									
	#197	17/10/2017	patient_test									

Figure 2 ERN application Dashboard: Panels Invitations









3. Once you are on the panel you have the possibility to accept or refuse the invitation by clicking the blue button.



Figure 3 Panel: Accept or refuse invitation

Remember that you can also see all the invitations of the panel and its status by clicking on the "Invited" tab. Once you have accepted the invitation you can close the window and you will have complete access to the panel.

Accept / Refuse Invited			
Name	Role	Status	When
transplant coordinator	hepatologist	Invited	Invited: 06/Sep/2018
transplanthpuser2 testuser		Lead	Invited: 06/Sep/2018
transplanthpuser4 testuser	Logist	Invited	Invited: 06/Sep/2018
transplanthpuser3 testuser	Nephrologist	Invited -	Invited: 06/Sep/2018
transplanthpuser1 testuser	hepatologist	Invited	Invited: 06/Sep/2018
transplanthpuser5 testuser	Surgeon	Invited	Invited: 06/Sep/2018
			Close

Figure 4 Panel invitations: see other invitations

Now you can contribute in to the panel.

Contribute in the panel:

Assessment: As one of the tabs of the panel you will find "Contributions & Outcome" where Invited professionals can provide their insight on the panel under their name.

onsultation Form	Attachments	Panel Members	Meetings	Contributions & Outcome		
Contributions						Request Contribution
transplanthpuser	3 testuser					
This is a contributio	on with my insights o	on the problem you de	ecribed. Here I g	give opinions and similar experient	ces with some of our patients	
	Or attach file:	Seleccionar arch	nivo Ningún an	chivo seleccionado		//
How much time di	d you spend on this	0 HRS		MINS		
	Accessment:					











 Data Completion: at any point you can click on the "Request Additional Data" button located in the top right corner of the panel.

* #4092 PTLD (PANEL IN PROGRESS) Centre IIT07 - University Hospital of Pade Lead transplanthpuser3 testuser	anspla	ntation in Children	l Request	Additional Data		
Consultation Form Attachments Panel Members	Meetings Contributions & Outcome			OTIMELINE		*
				Panel Members		
Econsultation Form Recorded: 18/Sep/2020 10:04	(Europe/Rome) by: transplanthpuser3 testuser	🛓 Download 🗹 Edit		Member	Status	Actions
CONSULTATION REQUEST				transplanthpuser3	Lead	Invited:
* Nicknam	: PTLD	0		testuser		18/Sep/2020
Is urgency required for this pane	? No			transplant coordinator	Invited	Invited: 18/Sep/2020
* Is this a repeat of a previous panel for the same patier but a different episode	t No ?					1.00
* Consultation request description	GEneral question			transplanthpuser3 te	tuser 1	8/Sep/2020 10:07
* Consultation request reason	Treatment			transplant coordinator	was invite	d to join the
* Consultation request reason description	Clinical History			panel		
Healthcare provide	IT07 - University Hospital of Padova					
Point of care specialis	HP	0		Add a comment		
* ERM	TRANSPLANTCHILD					
* Panel lead	transplanthpuser3 testuser			Patient Documents		
* Primary thematic area	: Transplantation			Document	Create	d

Figure 6 Panel: Request Additional Data

This will make a pop-up window appear where you can write your request and click **"Create Request"**. A notification will appear in the panel indicating to the Panel Lead the list of requests from all the members and the state of each request (requested, hold on, and completed).

Additional Request	×
Additional request text	
	1
	Close Create Request

Figure 7 Request for Additional Data

The Panel Lead will upload the requested data and you will receive a notification once this request is fulfilled to provide your insights.

Remember that by clicking on the other invited professionals' tabs you can see their contributions.









★ Meetings: as a panel expert you can attend and schedule meeting within the panel. Whenever you are invited to a meeting you will receive a notification in the ERN application → Meetings.

When	Title	Status
07/sep/2018 10:35 (Europe/Rome)	Meeting test	Invited

Figure 8 ERN dashboard: Upcoming meetings

In order to join the meeting you will have to accept the invitation inside the panel.

뿔 #712 rainyday		Open Panel Data SelectionCompletic	AssessmentOutcome Sign-off Closed	
Centr Lea Pan	e DE05 - Hannover Medical Schoo d transplanthpuser2 testuser transplanthpuser3 testuser (Nephrologist)	ol Thematic /	ERN TRANSPLANTCHILD - Transpl Children Area Post-transplantation	antation in
 Please review the dat provide your contribution You have been invite meeting (Meeting testing testing) 	a and Record Contribution d to a Accept / Refuse Invita t).	©	Schedule Meeting] 🛛 🛱 Request Addi	tional Data
≣ Consultation Reco Form test	Accept orded: 06/Ser Refuse user	e) by transplanthpuser2	O Timeline	*
Consultation Request			06/Sep/2018: A new Panel was started b transplanthpuser2 testuser.	уу
* Ni	ckname: rainyday	0	06/Sep/2018: The Panel is now in state ' Selection"	"Panel

Figure 9 Panel Dashboard: Accept invitation for meetings

Then, a **blue button** will appear on the **Timeline** of the Panel with the title of the meeting and the time left for the start of the meeting. Click on "Join meeting". Remember that you can **test your video** before starting the meeting, that way you can make sure you have no technical problems during the meeting.

Meeting: Meeting test	2
Description: None Invited: transplanthpuser2 testuser (Host), transplanthpuser3 testuser (Accepted) Scheduled: 07/sep/2018 10:35 (Europe/Rome) for minutes Test vide	20
01	••
Add a comment	

Figure 10 Timeline of the panel: Join meeting

A new window will appear, with in the meeting you can share your screen, make comments and see the members that have joined to the meeting









Where to find my contributing panels:

If you are participating as an HP expert from your ERN, you will have all the information in the ERN application.

1. Please enter the ERN application



Figure 11 General CPMS Dashboard: access ERN application

Within the ERN application all the information of the ERN is available. The **ERN Dashboard** have six different section that summarizes the information of the application. One of the sections it is called **Contributing Panels**, there you will see all the **panels you are contributing** to. If you click on top of the panel name you will access inside the consultation panel.

Europe Referen Networ	an nce ERN 1 rks	TRANSPLANTCI	HILD - Transplantat	Centre	ERN	Мар	0 -	🔺 transplanthpu:	ser3 testuser -
	* TRANSP	LANTCHILD -	Transplantation in Cl	hildren	USER: t	ransplar	nthpuser	3 testuser	
Dashboard	Panel Invitati	ons	2	Membe	er Tasklis	t			2
Bashboard	You have no u	nanswered invitations	at this time.	Nickna	ame	Task			
Panels	Urgent Panels	5	1	#712 ra	ainyday	Please r	eview the	draft outcome for	this Panel
	There are no u	rgent panels.							
Tasklist				My Mee	etings				2
і <mark>л</mark> і Му	My Panels		C	When				Title	Status
Meetings	Panel ID	Date	Nickname	07/sep/	/2018 10:	35 (Europ	e/Rome)	Meeting test	Accepted
	#199	18/10/2017	hannove_1	07/sep/	/2018 10:	40 (Europ	e/Rome)	Meeting test	Accepted
Webinars	#591	12/06/2018	toer						
a	#590	12/06/2018	text_img						
Preference	#197	17/10/2017	patient_test						
	Contributing	Panels	1						
	Panel ID	Date	Nickname						
	#712	06/09/2018	rainyday						
	#25	13/07/2017	TestUser						
	#198	17/10/2017	other_panel						
	#202	19/10/2017	sd2						

Figure 12 ERN Dashboard: Contributing Panels









You can also see all the ERN panel by clicking the Panels tab on the ERN menu on the lefthand side of the screen.

Europe Refere Netwo	nce ERN . rks	TRANSPLANTC	HILD - Transplar	ntat						
					Centre	ERN	Мар	? -	a transplanthpus	er3 testuser -
	* TRANSP	PLANTCHILD -	Transplantatio	n in C	hildre	n USER	: transpl	anthpuse	er3 testuser	
	Panel Invitations					er Taskli	st			2
Dashboare	You have no u	at this time.		Nickr	name	Task				
Panels	Urgent Panel	s		2	#712	rainyday	Please r	eview the	draft outcome for	this Panel
Tasklist	There are no u	irgent panels.								
Tuskist					My Me	eetings				2
i, î, î	My Panels			2 - C	When	1			Title	Status
Meetings	Panel ID	Date	Nickname		07/se	p/2018 10):35 (Euro	pe/Rome)	Meeting test	Accepted
	#199	18/10/2017	hannove_1		07/se	p/2018 10):40 (Euro	pe/Rome)	Meeting test	Accepted
Webinars	#591	12/06/2018	toer						-	
-	#590	12/06/2018	text_img							
Preference	#197	17/10/2017	patient_test							

Figure 13 ERN Dashboard: Access ERN Panels

All the ERN panel will be displayed. On the top you will find **some buttons that allows you to filter the panel list** by: Leading, Contributing, Aborted, Archived and Thematic area.

European Reference ERN TRANSPLANTCHILD - Transplantat												
				Centre	ERN N	1ap 😧 🗸 🔺 🛓 t	ransplanthpuser3 testuser -					
TRANSPLANTCHILD - Transplantation in Children USER: transplanthpuser3 testuser												
2 2	🐸 Panel	s										
Dashboard	All ERN Le	ading Contributing I	nclude aborted	Include archived			Thematic area: All 🗸					
Panels	Panel ID 🔻	Nickname 🝷	Started 🔹	Lead	State *	Centre *	Thematic Area \bullet \equiv					
	# 656	hola	24/Jul/2018	transplanthpuser2 test	Closed	DE05 - Hannove	Pre-transplantation					
Tasklist	A # 670	Daygirl	01/Aug/2018	transplanthpuser2 test	Outcome	DE05 - Hannove	Post-transplantation					
嶹	# 668	mer	01/Aug/2018	transplanthpuser2 test	Outcome	DE05 - Hannove	Post-transplantation					
My Meetings	# 651	Hola Sevilla	19/Jul/2018	transplanthpuser2 test	Closed	DE05 - Hannove	Post-transplantation					
	# 199	hannove_1	18/Oct/2017	transplanthpuser3 test	Assessme	ES15 - La Paz Un	Post-transplantation					
Webinars	# 195	niña_IDP_1	17/Oct/2017	transplanthpuser1 test	Sign-off	BE05 - Cliniques						
o	# 685	Nickname	14/Aug/2018	transplanthpuser2 test	Closed	DE05 - Hannove	Post-transplantation					
Preference	# 688	-No identification to pa	14/Aug/2018	transplanthpuser2 test	Sign-off	DE05 - Hannove	Post-transplantation					
	A # 690	BLA BLA	16/Aug/2018	transplanthpuser2 test	Assessme	DE05 - Hannove	Transplantation					
	# 694	CONad	20/Aug/2018	transplanthpuser2 test	Assessme	DE05 - Hannove	Transplantation					
	# 696	PAZGUIVAS	21/Aug/2018	transplanthpuser2 test	Sign-off	DE05 - Hannove	Post-transplantation					
	# 697	Pazguivas2	21/Aug/2018	transplanthpuser2 test	Sign-off	DE05 - Hannove	Post-transplantation					
	# 591	toer	12/Jun/2018	transplanthpuser3 test	Sign-off	IT07 - AO Padua	Pre-transplantation					

Figure 14 ERN Panels: Panel List Filters

If you click on "**Contributing**" only those panels you are contributing to will be displayed. By clicking the panel's name you access the panel and can make contributions.



