

SIGN-OFF AND CLOSE A PANEL:

Once the panellists invited have contributed and a conclusion has been made, you can proceed to close the consultation panel.

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Sign-off a panel:

To close a panel the first step is to provide an outcome to the question proposed in the panel. This outcome may be inferred from different sources like the panellists’ contributions, the development of the condition of the patients or new findings that solved the question.

1. Navigate to the panel you want to close via the Centre view.

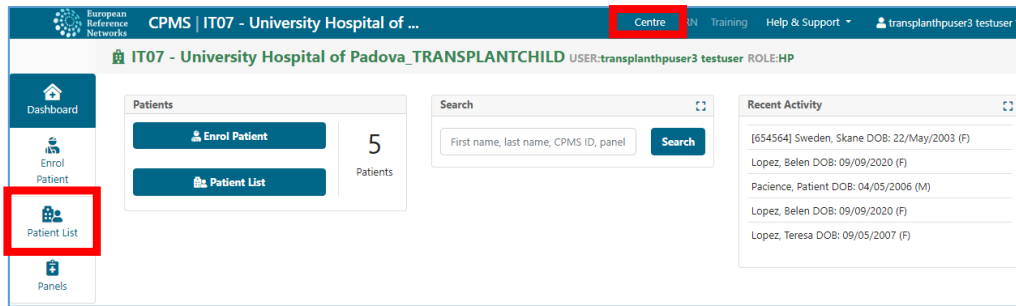


Figure 1. Centre application: search the panel in the Patient List

2. Once you find the patient click on the patients name to see all the panels opened.

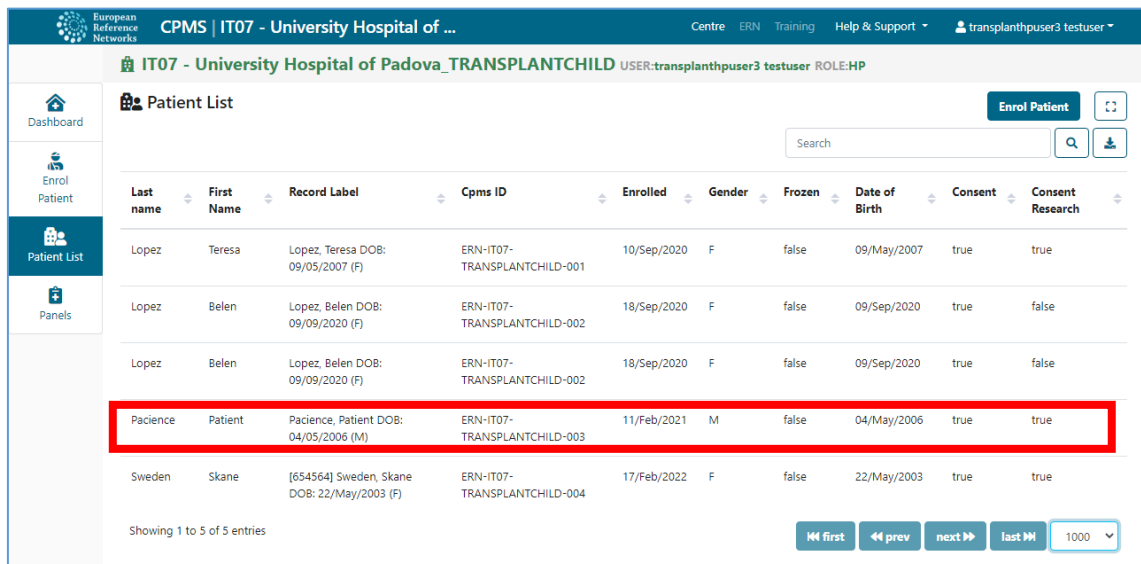


Figure 2. Select the patient to see the panels opened.

- With all the panels displayed, you can select the one you want to close and navigate to the “Contributions and outcome” tab.

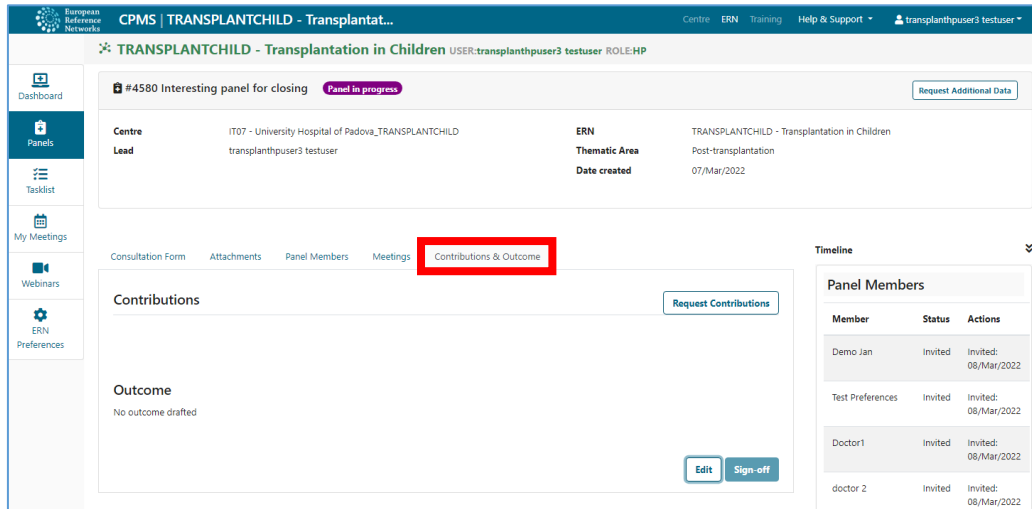


Figure 3. Select the Contributions & Outcome tab.

- Under your name, you can see that a section titled “Outcome” is available for editing, click on the “Edit” button to start editing the outcome document for the consultation panel.

The main idea of this outcome is to comprise all the medical reference and knowledge reflected by the panellists and how has it affected the question proposed in the panel.

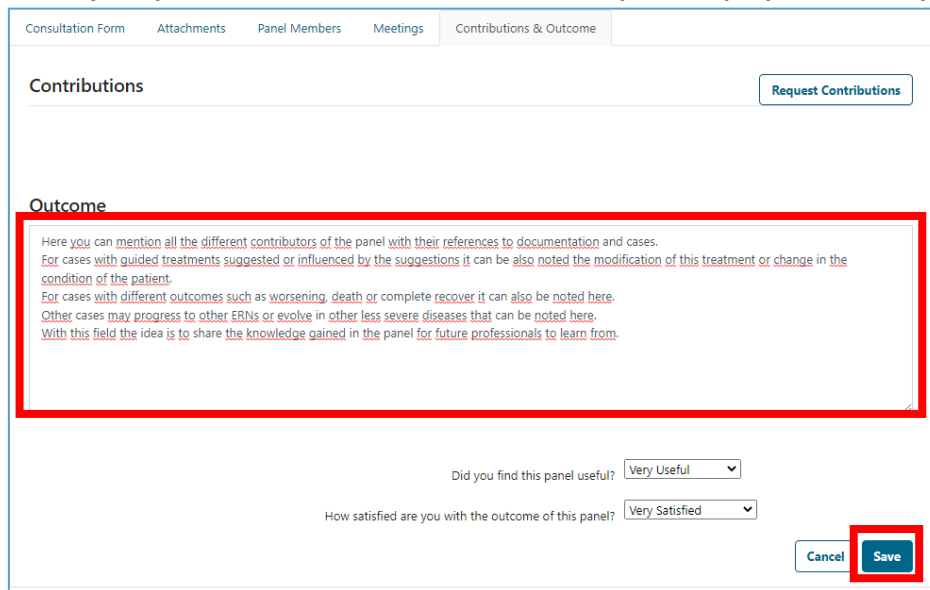


Figure 4. Write the outcome document to the panel with the learned knowledge.

- Once this outcome document is saved, an automatic notification of the outcome draft for the panel is sent to your panel members. You can either “Edit” it to add more conclusions, wait for the panel members to provide feedback or directly “Sign-off” the panel. Please note that once the panel is signed-off this outcome cannot be edited but it can be read and download it.

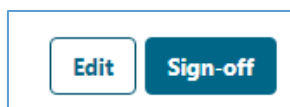


Figure 5. Sign-off the panel or edit the outcome documents.

Close a panel:

Once a panel is in “Sign-off” state the participant can still review the data present in the panel and download the outcome document.

The next step is to close the panel, for that:

1. Follow the steps in the previous section to reach the panel to close.

The screenshot shows the CPMS TRANSPLANTCHILD interface. The top navigation bar includes 'Centre ERN Training Help & Support'. The main content area displays panel details for '#258282RD' in a 'Panel signed off' state. A red box highlights the 'Close Panel' button in the top right corner. Below the panel details, there are sections for 'Contributions' and 'Outcome (signed-off)'. The 'Outcome (signed-off)' section shows a table with columns 'Member' and 'Updated', listing 'Miguel C' and 'Miguel' with update dates of 'Mar/2022'. A status bar at the bottom indicates 'The panel has been signed off'.

2. Click on the “Close” button located on the top right of the panel view. You will be prompted with a small form to indicate the condition of the patient and other data regarding the panel outcome.

The 'Transition to Closed' dialog box contains the following information:

- Message:** You have chosen to transition to a new state, **Closed**. This is an irrevocable action! When you close this panel it is still visible within the ERN but a closed panel cannot be restarted.
- Questionnaire:**
 - How much time did you spend on this Panel? (0 HRS, 0 MINS)
 - * Was the panel a success? (Radio buttons: Yes, No, Not Determined)
 - What was the Outcome? (Checkboxes: Diagnosis, Treatment, Clinical Trial, Un-diagnosed, Other)
 - * Patient Status (Radio buttons: Alive, Dead, Lost to follow up, Opted out)
- Buttons:** Cancel and Continue to Closed (highlighted with a red box).

3. Once finished click on “Continue to closed”. The panel will be now closed and can be made available to ERN databases and registries by clicking on the button named accordingly.