



**Update \_2\_0\_470**

**Clinical Reminders**

**VA-CANCER RESEARCH NOTES**

**Install Guide**

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Product Development  
Office of Information Technology  
Department of Veterans Affairs

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## **Introduction**

The purpose of the ***VA National Oncology Research Consent*** note is to document and acknowledge the informed consent process for the subject's participation in oncology research through the Clinical Cancer Research Service. This note demonstrates compliance with ethical and regulatory standards governing human subjects' research by documenting that the patient voluntarily and knowingly consented to participate in the specific oncology research study. It also facilitates communication among healthcare providers involved in the patient's care by offering a consolidated overview of the patient's agreement to participate in the study.

The purpose of the ***VA National Oncology Research Participant*** note is to document comprehensive and accurate information that could impact the medical care of a subject involved in clinical research through the Clinical Cancer Research Service. This note provides a platform for healthcare providers who may be caring for the patient to monitor the patient's progress, adverse events, and responses to treatments ensuring comprehensive and coordinated care

The program serves patients across the nation. These notes will provide a standardized way for DCT staff to document consent and updates about research participants. This will eliminate the need for staff to draft notes in MS Word and copy/paste into a blank template in the CPRS record of the patient (less chance of errors and copying the wrong note to the wrong patient).

**Representative User(s):** Clinical Cancer Research Services (CCRS) Decentralized Clinical Trial (DCT) research coordinators/research nurse coordinators.

UPDATE\_2\_0\_470 contains 1 Reminder Exchange entry:

**UPDATE\_2\_0\_470 VA-ONCOLOGY RESEARCH NOTES**

**The exchange file contains the following components:**

### **TIU TEMPLATE FIELD**

DATE

EDIT (30) SHOWS 10

EDIT (30) SHOWS 15

EDIT 55+

NTO PHONE FORMAT (RO)

TELEHEALTH EMERGENCIES NON-VA LOCATIONS

TELEHEALTH EMERGENCIES VA LOCATIONS

VA-ONC WP 2 LINES

WORD 1 LINE\*

WORD PROCESSING (NOT REQUIRED)

## HEALTH FACTORS

VA-REMINDER UPDATES [C]

VA-UPDATE\_2\_0\_470

## REMINDER SPONSOR

VHA ONCOLOGY

## REMINDER TERM

VA-REMINDER UPDATE\_2\_0\_470

## REMINDER DIALOG

VA-ONCOLOGY RESEARCH PARTICIPANT

VA-ONCOLOGY RESEARCH CONSENT

## Pre-Installation

1. Identify local TIU objects for the following information:
  - a. Patient home phone number
  - b. Patient cell phone (A TIU template field can be used if no object exists)
  - c. Patient home address (A TIU template field can be used if no object exists)
  - d. Patient work phone (A TIU template field can be used if no object exists)

## Install Details

This update is being distributed as a web host file. The address for the host file is:

**[https://REDACTED/UPDATE\\_2\\_0\\_470.PRD](https://REDACTED/UPDATE_2_0_470.PRD)**

The file will be installed using Reminder Exchange, programmer access is not required.

Installation:

=====

This update can be loaded with users on the system. Installation will take less than 45 minutes.

## Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

At the **Select Action:** prompt, enter **LWH** for Load Web Host File

At the **Input the url for the .prd file:** prompt, type the following web address:

**[https://REDACTED/UPDATE\\_2\\_0\\_470.PRD](https://REDACTED/UPDATE_2_0_470.PRD)**

You should see a message at the top of your screen that the file successfully loaded.

Search and locate an entry titled **UPDATE\_2\_0\_470 VA-ONCOLOGY RESEARCH NOTES** in reminder exchange.

```

+Item  Entry                               Source                               Date Packed
783    UPDATE_2_0_470 VA-ONCOLOGY
      RESEARCH NOTES
784    UPDATE_2_0_473 VA-CIRRHOSIS
      LIVER TRANSPLANT SCREEN
785    UPDATE_2_0_478 VA-MISC UPDATE
      31
786    UPDATE_2_0_48 MISC UPDATE 6
787    UPDATE_2_0_480 VA-PACT
      PREVENTIVE HEALTH REVIEW
      TEMPLATE
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
CFE    Create Exchange File Entry        LHF  Load Host File
CHF    Create Host File                  LMM  Load MailMan Message
CMM    Create MailMan Message           LR   List Reminder Definitions
DFE    Delete Exchange File Entry        LWH  Load Web Host File
IFE    Install Exchange File Entry       RI   Reminder Definition Inquiry
IH     Installation History              RP   Repack
Select Action: Next Screen// IFE  Install Exchange File Entry
Enter a list or range of numbers (1-1010): 783

```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry. Enter the number that corresponds with your entry UPDATE\_2\_0\_470 VA-ONCOLOGY RESEARCH NOTES (in this example it is entry 783. It will vary by site). The date of the exchange file should be 11/20/2024.

```

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-ONCOLOGY RESEARCH PARTICIPANT
  VA-ONCOLOGY RESEARCH CONSENT

REMINDER TERM
  VA-REMINDER UPDATE_2_0_470

Keywords:

Components:
+      Enter ?? for more actions  >>>
IA    Install all Components      IS    Install Selected Component
Select Action: Next Screen// IA

```

At the **Select Action** prompt, type **IA** for Install all Components and hit enter. Select Action: Next Screen// **IA Install all Components**

You will see several prompts, for all new entries you will choose **I to Install**

For all other components that already exists but the packed component is different, choose **O to Overwrite**.

You will be prompted to install the FIRST reminder dialog component (VA-ONCOLOGY RESEARCH PARTICIPANT). You will choose to install all even though some components may have an X to indicate that they exist.

```
Packed reminder dialog: VA-ONCOLOGY RESEARCH PARTICIPANT [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ONCOLOGY RESEARCH PARTICIPANT	dialog	
2	20	VA-GP ONC RESEARCH PARTICIPANT HEADER Finding: *NONE*	group	
3	20.10	VA-ONC RESEARCH PARTICIPANT VERSION Finding: *NONE*	element	
4	20.20	VA-ONC RESEARCH INTENDED USE Finding: *NONE*	element	
5	20.50	VA-GP ONC RESEARCH PARTICIPANT MAIN Finding: *NONE*	group	
6	20.50.10	VA-ONC RSCH TITLE Finding: *NONE*	element	
7		PXRM COMMENT	prompt	X
8	20.50.20	VA-GP ONC RSCH ENCOUNTER TYPE Finding: *NONE*	group	
+ + Next Screen - Prev Screen ?? More Actions				
DD		Dialog Details	DT Dialog Text	IS Install Selected
DF		Dialog Findings	DU Dialog Usage	QU Quit
DS		Dialog Summary	IA Install All	
Select Action: Next Screen// IA				

At the Select Action prompt, type IA to install the dialog: VA-ONCOLOGY RESEARCH PARTICIPANT

Select Action: Next Screen// IA Install All

Install reminder dialog and all components with no further changes: Y// Yes

```
Packed reminder dialog: VA-ONCOLOGY RESEARCH PARTICIPANT [NATIONAL DIALOG]
VA-ONCOLOGY RESEARCH PARTICIPANT (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ONCOLOGY RESEARCH PARTICIPANT	dialog	X
2	20	VA-GP ONC RESEARCH PARTICIPANT HEADER Finding: *NONE*	group	X
3	20.10	VA-ONC RESEARCH PARTICIPANT VERSION Finding: *NONE*	element	X
4	20.20	VA-ONC RESEARCH INTENDED USE Finding: *NONE*	element	X
5	20.50	VA-GP ONC RESEARCH PARTICIPANT MAIN Finding: *NONE*	group	X
6	20.50.10	VA-ONC RSCH TITLE Finding: *NONE*	element	X
7		PXRM COMMENT	prompt	X
8	20.50.20	VA-GP ONC RSCH ENCOUNTER TYPE Finding: *NONE*	group	X
+ + Next Screen - Prev Screen ?? More Actions				
DD		Dialog Details	DT Dialog Text	IS Install Selected
DF		Dialog Findings	DU Dialog Usage	QU Quit
DS		Dialog Summary	IA Install All	
Select Action: Next Screen// Q				

After completing this dialog install, you will type **Q**.

You will be prompted to install the next reminder dialog component (**VA-ONCOLOGY RESEARCH CONSENT**). You will choose to install all even though some components may have an X to indicate that they exist.

```
Packed reminder dialog: VA-ONCOLOGY RESEARCH CONSENT [NATIONAL DIALOG]
+-----+-----+-----+-----+-----+
Item  Seq. Dialog Findings                                     Type  Exists
-----+-----+-----+-----+-----+
  1    VA-ONCOLOGY RESEARCH CONSENT                         dialog
  2    20 VA-GP ONC RESEARCH CONSENT HEADER                 group
      Finding: *NONE*
  3    20.10 VA-ONC RESEARCH CONSENT VERSION                element
      Finding: *NONE*
  4    20.20 VA-ONC RESEARCH INTENDED USER                 element
      Finding: *NONE*
  5    20.30 VA-GP ONC RESEARCH CONSENT MAIN                group
      Finding: *NONE*
  6    20.30.10 VA-GP-ONC RSCH CON ASK QUESTION             group
      Finding: *NONE*
  7    20.30.10.10 VA-ONC RSCH YES                         element
      Finding: *NONE*
  8    20.30.10.20 VA-GP ONC RSCH NO                       group
+-----+-----+-----+-----+-----+
+      + Next Screen  - Prev Screen  ?? More Actions
DD  Dialog Details      DT  Dialog Text      IS  Install Selected
DF  Dialog Findings    DU  Dialog Usage     QU  Quit
DS  Dialog Summary     IA  Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog: **VA-ONCOLOGY RESEARCH CONSENT**

Select Action: Next Screen// **IA Install All**

Install reminder dialog and all components with no further changes: Y// **Yes**

```
Packed reminder dialog: VA-ONCOLOGY RESEARCH CONSENT [NATIONAL DIALOG]
VA-ONCOLOGY RESEARCH CONSENT (reminder dialog) installed from exchange file.
+-----+-----+-----+-----+-----+
Item  Seq. Dialog Findings                                     Type  Exists
-----+-----+-----+-----+-----+
  1    VA-ONCOLOGY RESEARCH CONSENT                         dialog      X
  2    20 VA-GP ONC RESEARCH CONSENT HEADER                 group       X
      Finding: *NONE*
  3    20.10 VA-ONC RESEARCH CONSENT VERSION                element     X
      Finding: *NONE*
  4    20.20 VA-ONC RESEARCH INTENDED USER                 element     X
      Finding: *NONE*
  5    20.30 VA-GP ONC RESEARCH CONSENT MAIN                group       X
      Finding: *NONE*
  6    20.30.10 VA-GP-ONC RSCH CON ASK QUESTION             group       X
      Finding: *NONE*
  7    20.30.10.10 VA-ONC RSCH YES                         element     X
      Finding: *NONE*
  8    20.30.10.20 VA-GP ONC RSCH NO                       group       X
+-----+-----+-----+-----+-----+
+      + Next Screen  - Prev Screen  ?? More Actions
DD  Dialog Details      DT  Dialog Text      IS  Install Selected
DF  Dialog Findings    DU  Dialog Usage     QU  Quit
DS  Dialog Summary     IA  Install All
Select Action: Next Screen// Q
```

After completing this dialog install, you will type **Q**.

```
Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-ONCOLOGY RESEARCH PARTICIPANT
  VA-ONCOLOGY RESEARCH CONSENT

REMINDER TERM
  VA-REMINDER UPDATE_2_0_470

Keywords:

Components:
+          + Next Screen  - Prev Screen  ?? More Actions  >>>
IA  Install all Components          IS  Install Selected Component
Select Action: Next Screen// Q
```

You will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Install complete.

## Post Installation

### 1. Place the appropriate TIU object in the following reminder elements:

- a) Patient home address object in the VAL-NT0 CN VISIT VVC CONTACT HOME ADDRESS element.

NAME: **VAL-NT0 CN VISIT VVC CONTACT HOME ADDRESS**

DISABLE:

CLASS: LOCAL//

SPONSOR:

REVIEW DATE:

RESOLUTION TYPE:

ORDERABLE ITEM:

FINDING ITEM:

Additional findings: none

Select ADDITIONAL FINDING:

DIALOG/PROGRESS NOTE TEXT:

Home address: (ADD local patient address object here)

Edit? NO// **YES**

==[ WRAP ]==[INSERT ]====< DIALOG/PROGRESS NOTE TE[Press <PF1>H for help]====

Home address: (ADD local patient address object here)



- b) Patient home phone number object in the VAL-NT0 CN VISIT VVC CONTACT PHONE NUMBER HOME element. Add the specified TIU template field if a local object doesn't exist.

NAME: **VAL-NT0 CN VISIT VVC CONTACT PHONE NUMBER HOME**

DISABLE:

CLASS: LOCAL//

SPONSOR:

REVIEW DATE:

RESOLUTION TYPE:

ORDERABLE ITEM:

FINDING ITEM:

Additional findings: none

Select ADDITIONAL FINDING:

DIALOG/PROGRESS NOTE TEXT:

Home phone: (ADD patient home phone object here)\

Edit? NO// **YES**

==[ WRAP ]==[INSERT ]===== < DIALOG/PROGRESS NOTE TE[Press <PF1>H for help]=====

Home phone: (ADD patient home phone object here)

If no local object exists, replace the red text with the following TIU template fields: {FLD:NT0 PHONE FORMAT (RO)}{FLD:EDIT 55+}

- c) Patient home phone number object in the VAL-NT0 CN VISIT VVC CONTACT PHONE NUMBER CELL element. Add the specified TIU template field if a local object doesn't exist.

NAME: **VAL-NT0 CN VISIT VVC CONTACT PHONE NUMBER CELL**

DISABLE:

CLASS: LOCAL//

SPONSOR:

REVIEW DATE:

RESOLUTION TYPE:

ORDERABLE ITEM:

FINDING ITEM:

Additional findings: none

Select ADDITIONAL FINDING:

DIALOG/PROGRESS NOTE TEXT:

Home phone: (ADD patient home phone object here)\

Edit? NO// **YES**

==[ WRAP ]==[INSERT ]===== < DIALOG/PROGRESS NOTE TE[Press <PF1>H for help]=====

Cell phone: (ADD patient cell phone object here)

If no local object exists, replace the red text with the following TIU template fields: {FLD:NTO PHONE FORMAT (RO)}{FLD:EDIT 55+}

- d) Patient work phone number object in the VAL-NTO CN VISIT VVC CONTACT PHONE NUMBER WORK element. Add the specified TIU template fields if a local object doesn't exist.

NAME: **VAL-NTO CN VISIT VVC CONTACT PHONE NUMBER WORK**

DISABLE:

CLASS: LOCAL//

SPONSOR:

REVIEW DATE:

RESOLUTION TYPE:

ORDERABLE ITEM:

FINDING ITEM:

Additional findings: none

Select ADDITIONAL FINDING:

DIALOG/PROGRESS NOTE TEXT:

Home phone: (ADD patient home phone object here)\

Edit? NO// **YES**

==[ WRAP ]==[INSERT ]====< DIALOG/PROGRESS NOTE TE[Press <PF1>H for help]====

Work phone: (ADD patient work phone object here)

If no local object exists, replace the red text with the following TIU template fields: {FLD:NTO PHONE FORMAT (RO)}{FLD:EDIT 55+}

## 2. Make the Dialog template available to be attached to a Personal or Shared template or to be able to attach the dialog to a progress note title.

Select Reminder Managers Menu <TEST ACCOUNT> Option: **CP CPRS Reminder**

### Configuration

CA	Add/Edit Reminder Categories
CL	CPRS Lookup Categories
CS	CPRS Cover Sheet Reminder List
MH	Mental Health Dialogs Active
PN	Progress Note Headers
RA	Reminder GUI Resolution Active
<b>TIU</b>	<b>TIU Template Reminder Dialog Parameter</b>
DEVL	Evaluate Coversheet List on Dialog Finish
DL	Default Outside Location
PT	Position Reminder Text at Cursor
LINK	Link Reminder Dialog to Template

TEST CPRS Coversheet Time Test  
NP New Reminder Parameters  
GEC GEC Status Check Active  
WH WH Print Now Active

Select CPRS Reminder Configuration <TEST ACCOUNT> Option: **TIU TIU Template**  
**Reminder Dialog Parameter**

Reminder Dialogs allowed as Templates may be set for the following:

- 1 User USR [choose from NEW PERSON]
- 3 Service SRV [choose from SERVICE/SECTION]
- 4 Division DIV [SALT LAKE CITY]
- 5 System SYS [NATREM.FO-SLC.MED.VA.GOV]

Enter selection: **5** *Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level.*

Setting Reminder Dialogs allowed as Templates for System: NATREM.FO-SLC.MED.VA.GOV

Select Display Sequence: **?**

- 149 VA-COVID-19 TELEPHONE FOLLOW-UP
- 160 VA-SRA-CONSULT RESPONSE (D)

*When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number **NOT** on this list. For this example, 150 is not present so I will use 150.*

Select Display Sequence: **150**

Are you adding 150 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 150// <Enter>

Clinical Reminder Dialog: **VA-ONCOLOGY RESEARCH PARTICIPANT**  
then **<enter>**

OK? Yes// <Enter>

Select Display Sequence: **151**

Are you adding 151 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 151// <Enter>

Clinical Reminder Dialog: **VA-ONCOLOGY RESEARCH CONSENT**  
then **<enter>**

OK? Yes// <Enter>

### 3. Setup of Note Titles.

The note titles to create to associate with these dialogs are below. They must match the titles below as the only users will be from the national oncology team. The team must be able to local the titles.

**NATIONAL ONCOLOGY RESEARCH CONSENT NOTE**  
**NATIONAL ONCOLOGY RESEARCH PARTICIPANT NOTE**

VHA Enterprise Standard Title for all note titles above: **RESEARCH NOTE**

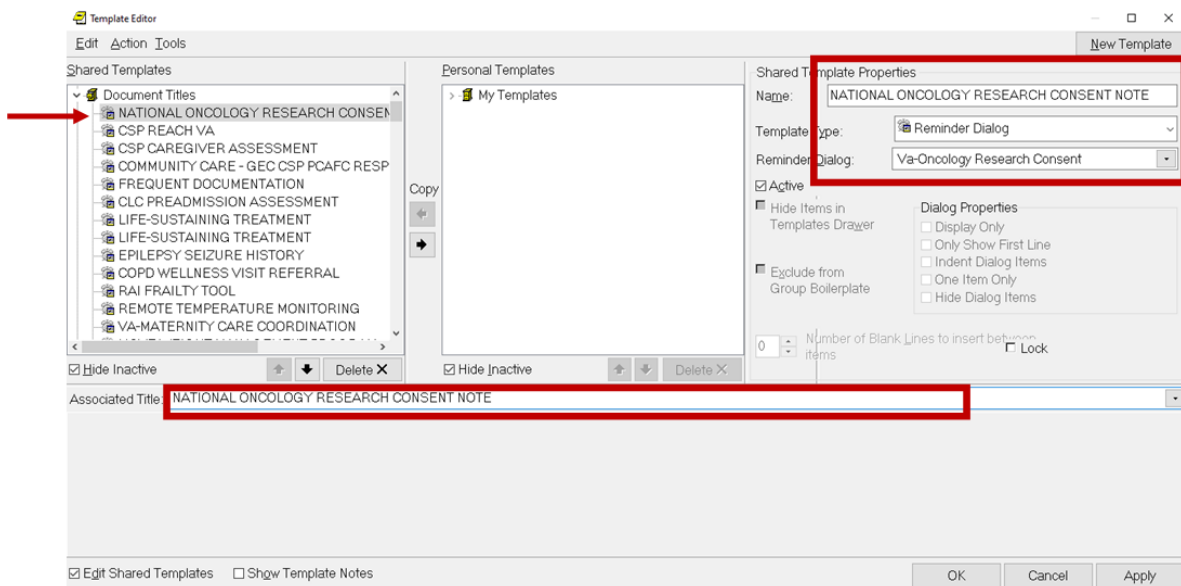
*Note: Comprehensive information on Creating new Document Classes and Titles can be found beginning on page 47 of the TIU/ASU Implementation Guide at the following link:  
[http://www.va.gov/vdl/documents/Clinical/CPRS-Text\\_Integration\\_UTILITY\\_\(TIU\)/tiuim.pdf](http://www.va.gov/vdl/documents/Clinical/CPRS-Text_Integration_UTILITY_(TIU)/tiuim.pdf)*

**4. Associate the reminder dialogs with the note title in CPRS**

a) Type in the following information:

- Name: **NATIONAL ONCOLOGY RESEARCH CONSENT NOTE**
- Template Type: **Reminder Dialog**
- Reminder Dialog: **VA-ONCOLOGY RESEARCH CONSENT**

Next, type in the Associated Title, which in this case is **NATIONAL ONCOLOGY RESEARCH CONSENT NOTE** and select Apply.



- Name: **NATIONAL ONCOLOGY RESEARCH PARTICIPANT NOTE**
- Template Type: **Reminder Dialog**
- Reminder Dialog: **VA-ONCOLOGY RESEARCH PARTICIPANT**
- Associated Title: **NATIONAL ONCOLOGY RESEARCH PARTICIPANT NOTE**