

Oncology Treatment Calendar

Oncology Treatment Calendar Overview

The Oncology **Treatment Calendar** is designed to be a personalized summary of a patient's treatment including appointments, chemotherapy, and notes from the care team.

It is used to schedule future chemotherapy cycles and create printed calendars to give to the patient. When working with plan and regimen details in the Calendar Item list, keep the following details in mind:

- Orders with an asterisk (*) and a non-italicized date indicate an estimated start date and time, meaning the request has been sent to scheduling, but the appointment has not been confirmed yet.
 - Once the appointment has been booked the asterisk next to the date will drop off and the correct appointment date and time will be reflected.
 - Dates displayed in italics with an asterisk (*) indicate the cycle has not been ordered and the scheduling requests have not been sent.
1. **Calendar Items** – This is a list of all appointments that are scheduled for a patient in a list of current and upcoming Regimens. You can also see a patient's prescriptions. Use the arrows to collapse or expand each section.
 2. **Calendar List** – This is a list of upcoming events for a patient. Regimen appointments, medications, and other items are displayed in this list.



NOTE: A prescription icon will appear next to the time the medication is to be taken. **Hover to discover** over the prescription icon to view dose details and frequency.

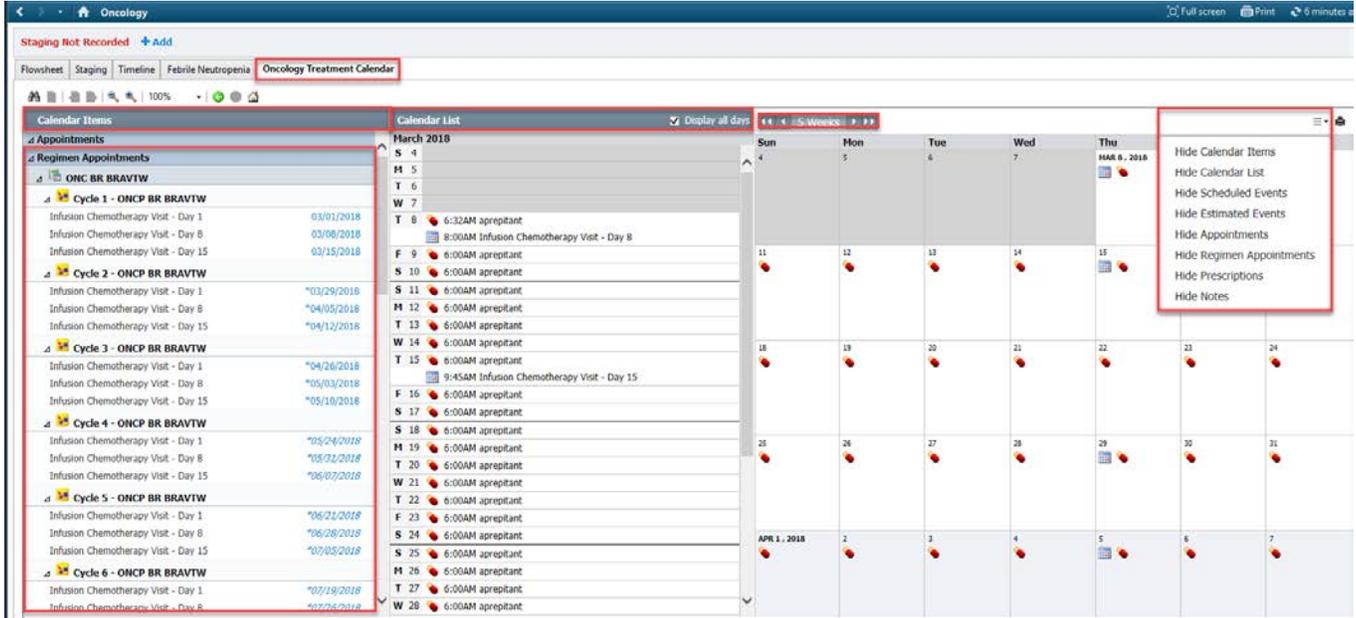
3. **Calendar View** – The calendar is a visual representation of a patient's appointments, prescriptions, notes, and other important information regarding their treatment schedule. The calendar's first day displayed is always the current day of the week, not the first calendar day of the month.

For a given day, the Calendar View always displays a single icon for an event irrespective of the number of occurrences of the event in that day. This will make the Calendar View look more organized and singular.

Navigation Buttons - These buttons adjust the weeks displayed. Click the forward  or backward  arrow to move ahead or behind one week. Use the double arrows to move ahead  or behind  five weeks.



NOTE: Use the drop-down menu icon  on the top right side of the treatment calendar next to the print icon to hide views if needed.



The screenshot displays the 'Oncology Treatment Calendar' interface. On the left, a 'Calendar Items' pane lists appointments for 'ONCP BR BRAVW' across six cycles, with dates ranging from 03/01/2018 to 03/27/2018. The main area shows a 'Calendar List' for March 2018, with a grid view displaying days from 4 to 31. A dropdown menu is open over the calendar grid, listing the following options: Hide Calendar Items, Hide Calendar List, Hide Scheduled Events, Hide Estimated Events, Hide Appointments, Hide Regimen Appointments, Hide Prescriptions, and Hide Notes.

Oncology Treatment Calendar Management

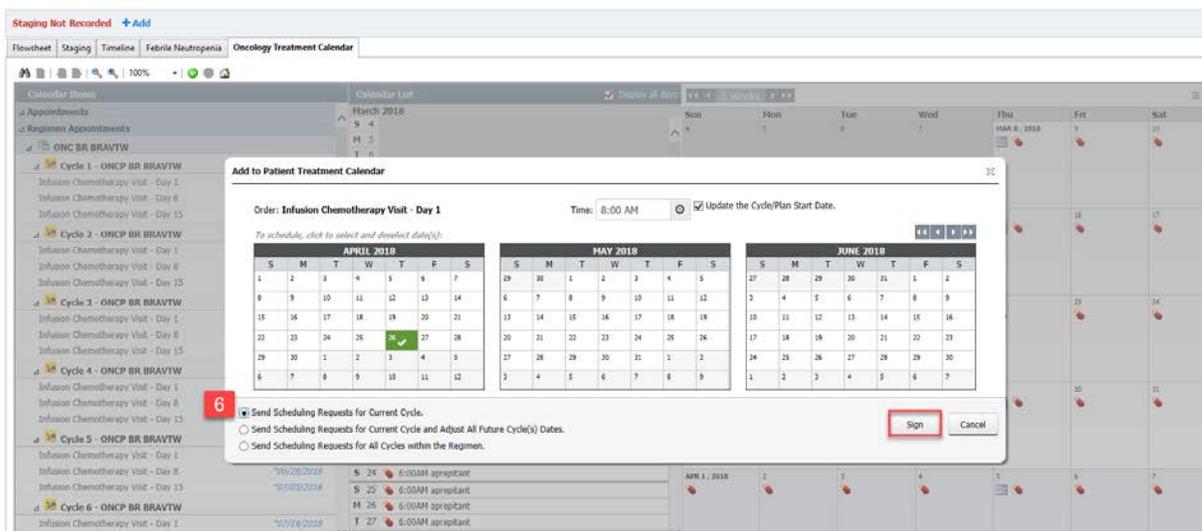
1. Click on the Oncology tab from the menu
2. Click on the **Oncology Treatment Calendar** tab. You will use this tool to send the orders to Scheduling for the following cycle(s) of treatment.
3. The first three dates with no asterisk are confirmed appointments.
4. These dates are **not** italicized, meaning the cycle has been ordered and a request has been sent to schedule the patient, but not confirmed yet as indicated with an asterisk.
5. An italicized date **with an** asterisk indicates that cycle has **not** been ordered; therefore the scheduler does **not** have a request to schedule the cycle in the scheduling queue.

Click on the first italicized date with an asterisk, if you need to send scheduling requests for the next cycle of treatment you will. The **Add to Patient Treatment Calendar** window will appear.

The screenshot shows the Oncology Treatment Calendar interface. On the left is a navigation menu with the 'Oncology' tab selected and numbered '1'. The main area has a 'Staging Not Recorded + Add' header and tabs for 'Flowsheet', 'Staging', 'Timeline', 'Febrile Neutropenia', and 'Oncology Treatment Calendar' (numbered '2'). The 'Calendar Items' pane shows a list of appointments for 'ONCP BR BRAVW' across six cycles. The first three cycles have confirmed dates (03/01/2018, 03/08/2018, 03/15/2018) and are numbered 3, 4, and 5. The remaining three cycles have italicized dates with asterisks, indicating they are not ordered. The 'Calendar List' pane on the right shows a calendar for March 2018 with a 'Display all days' checkbox checked. It lists daily events, including 'aprepitant' and 'Infusion Chemotherapy Visit - Day 8'.

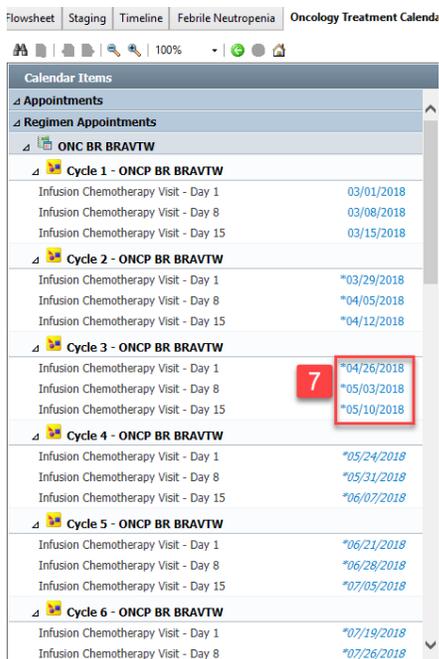
Cycle	Visit Type	Date	Status
Cycle 1 - ONCP BR BRAVW	Infusion Chemotherapy Visit - Day 1	03/01/2018	Confirmed
	Infusion Chemotherapy Visit - Day 8	03/08/2018	Confirmed
	Infusion Chemotherapy Visit - Day 15	03/15/2018	Confirmed
Cycle 2 - ONCP BR BRAVW	Infusion Chemotherapy Visit - Day 1	*03/29/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 8	*04/05/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 15	*04/12/2018	Not Ordered
Cycle 3 - ONCP BR BRAVW	Infusion Chemotherapy Visit - Day 1	*04/26/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 8	*05/03/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 15	*05/10/2018	Not Ordered
Cycle 4 - ONCP BR BRAVW	Infusion Chemotherapy Visit - Day 1	*05/24/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 8	*05/31/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 15	*06/07/2018	Not Ordered
Cycle 5 - ONCP BR BRAVW	Infusion Chemotherapy Visit - Day 1	*06/21/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 8	*06/28/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 15	*07/05/2018	Not Ordered
Cycle 6 - ONCP BR BRAVW	Infusion Chemotherapy Visit - Day 1	*07/19/2018	Not Ordered
	Infusion Chemotherapy Visit - Day 8	*07/26/2018	Not Ordered

- Click on **Send Scheduling Requests for Current Cycle** and click **Sign**. Once you sign a request it will be sent to the scheduler to schedule the patient for this cycle.



NOTE: Send Scheduling Requests for Current Cycle and Adjust All Future Cycle(s) Dates will be used if the patient is mid-treatment and future cycle date adjustments are necessary. Send Scheduling Requests for All Cycles within the Regimen is useful in placing the patient on the schedule for all cycles within a Regimen at one time.

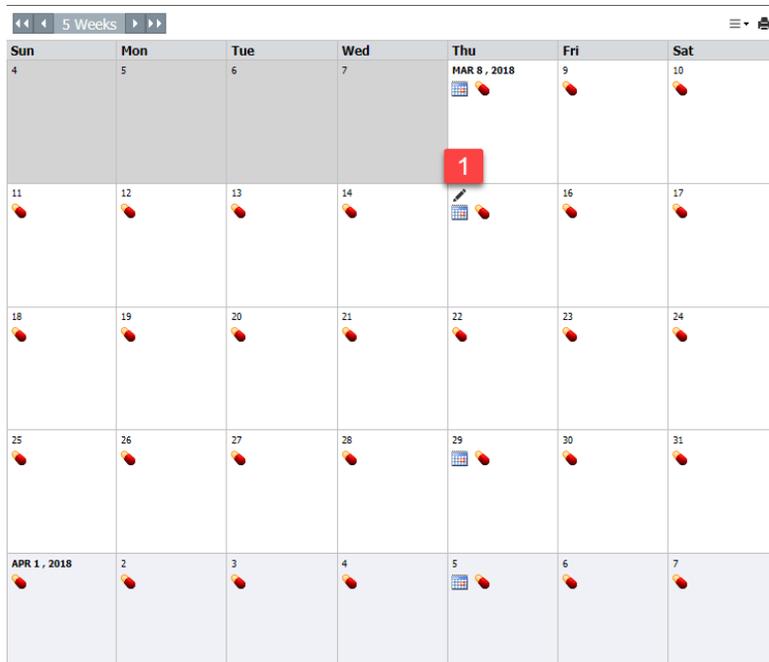
- Now you will notice the date next to cycle six is no longer italicized meaning the request has been sent to scheduling.



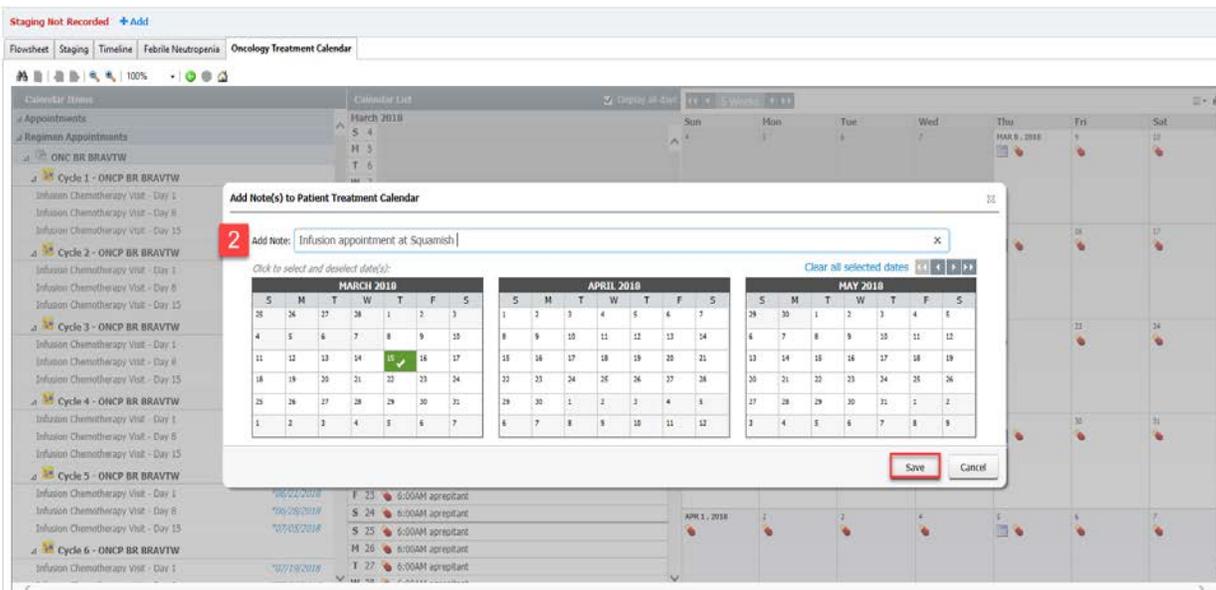
Customizing and Printing the Patient Calendar

There are tools available to customize the treatment calendar for the patient. This might be helpful if the patient needs a reminder to bring their medications with them to their infusion visit, or if the patient is scheduled for visit at a different location and you want to add a reminder note for the patient.

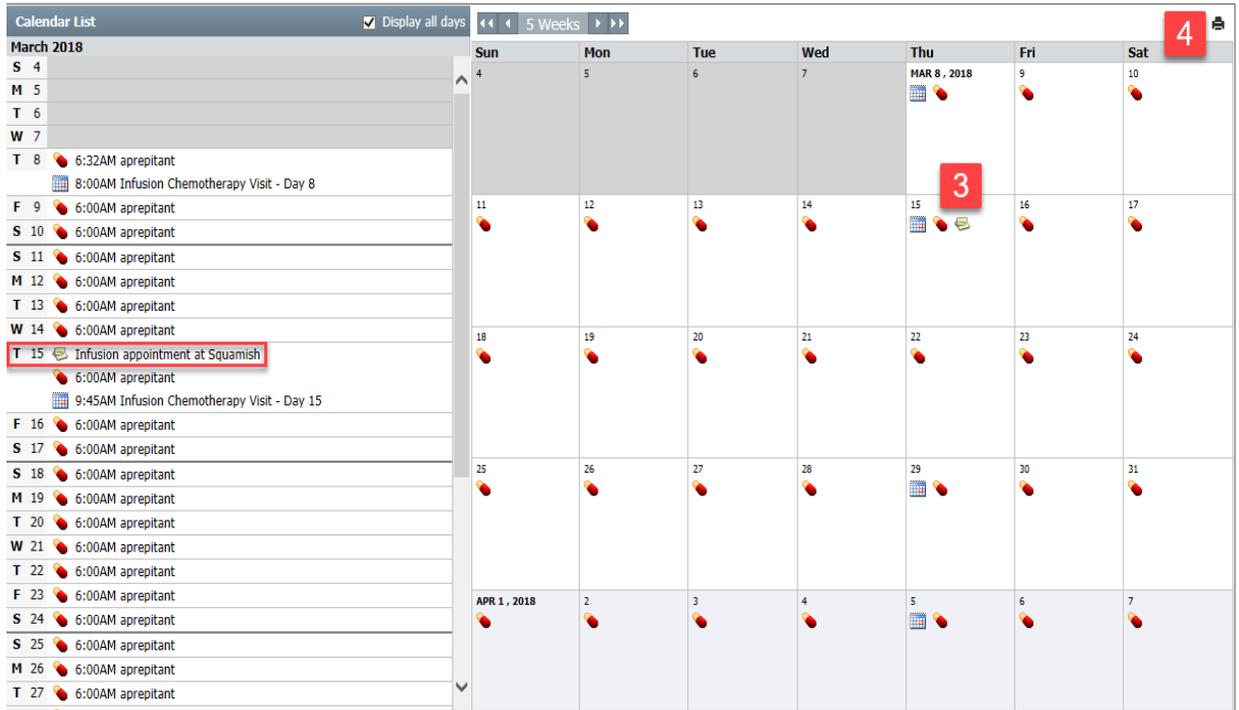
1. Hover over any **day** in the treatment calendar, you will see a pencil icon and click once on the **pencil icon** to add a note to the patient’s calendar.



2. **Add notes** and click **Save**.



- Additional notes you've added to the treatment calendar will be reflected in the **Calendar List** and a note icon  will appear in the Calendar View.
- Click on the **Print Preview**  icon to review the Treatment Calendar before printing. Use the right arrow to preview the **Calendar List** view on page two.

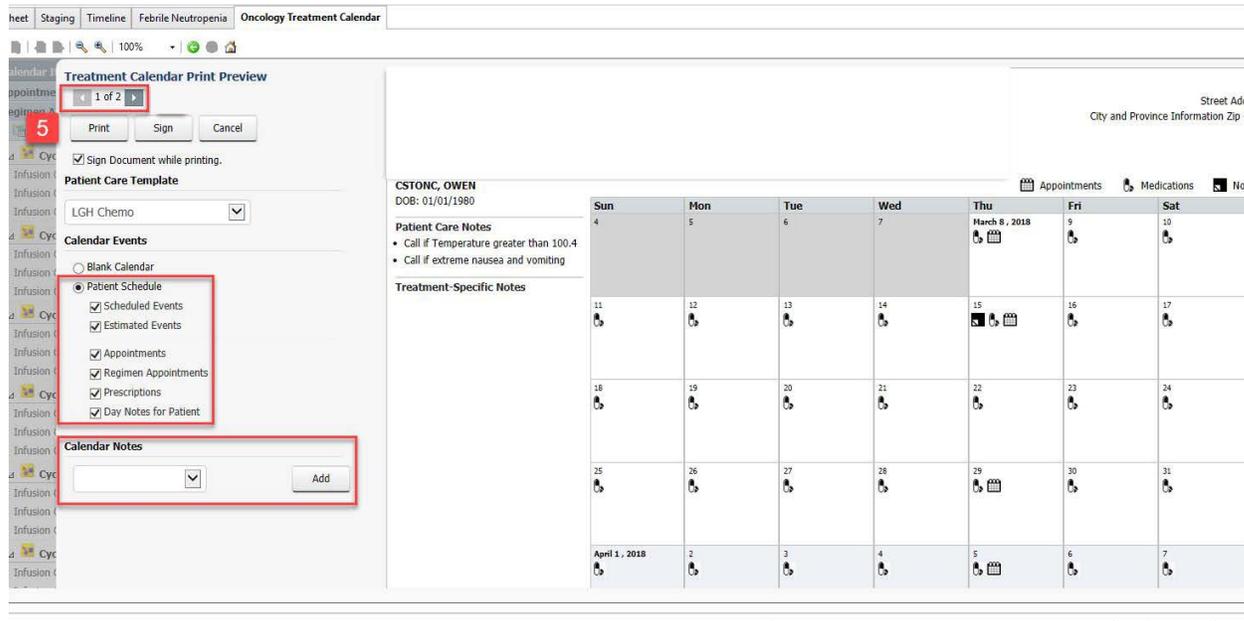


The screenshot displays the 'Calendar List' interface. On the left, a list of events for March 2018 is shown. The event for March 15th, 'Infusion appointment at Squamish', is highlighted with a red box. On the right, a calendar grid shows the days of the week from Sunday to Saturday. A red callout '3' points to a note icon on Thursday, March 15th. A red callout '4' points to a print icon in the top right corner of the calendar grid.

Calendar List	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 2018	4	5	6	7	MAR 8, 2018	9	10
S 4							
M 5							
T 6							
W 7							
T 8 6:32AM aprepitant 8:00AM Infusion Chemotherapy Visit - Day 8							
F 9 6:00AM aprepitant	11	12	13	14	15 3	16	17
S 10 6:00AM aprepitant							
S 11 6:00AM aprepitant							
M 12 6:00AM aprepitant							
T 13 6:00AM aprepitant							
W 14 6:00AM aprepitant	18	19	20	21	22	23	24
T 15 4 Infusion appointment at Squamish 6:00AM aprepitant 9:45AM Infusion Chemotherapy Visit - Day 15							
F 16 6:00AM aprepitant							
S 17 6:00AM aprepitant	25	26	27	28	29	30	31
S 18 6:00AM aprepitant							
S 19 6:00AM aprepitant							
T 20 6:00AM aprepitant							
W 21 6:00AM aprepitant							
T 22 6:00AM aprepitant							
F 23 6:00AM aprepitant	APR 1, 2018	2	3	4	5	6	7
S 24 6:00AM aprepitant							
S 25 6:00AM aprepitant							
M 26 6:00AM aprepitant							
T 27 6:00AM aprepitant							

- Click **Print** and provide the treatment calendar to the patient.

You are able to deselect **Estimated Events**, for example, if you only want **Scheduled Events** to display on the left panel. You are able to quickly add more **Calendar Notes** here if needed.



Related Topics

- Treatment Calendar, Sending scheduling requests for future cycles

Related Positions

- Oncologist, GP, GPOs, Oncology Ambulatory Nurse, Scheduling Clerk

Key Words

- Treatment Calendar