

ERN-RITA CPMS Quick Guide

Contributing expert



European
Reference
Network

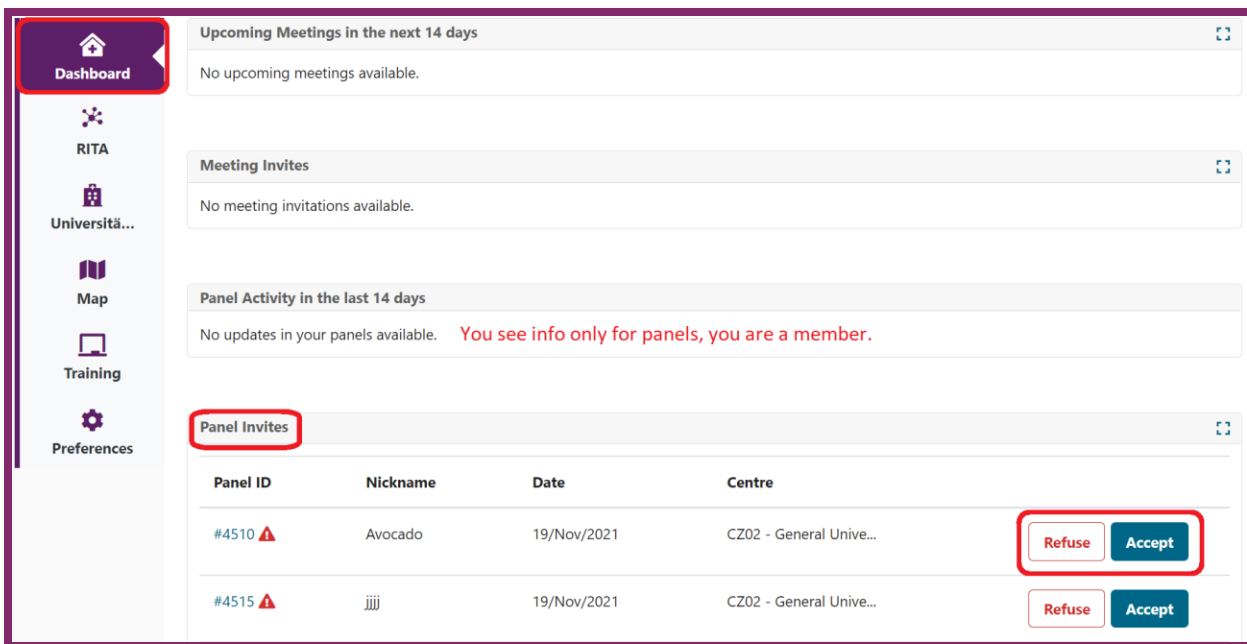
rita

The European Reference Network that aims at improving
the care of patients with Rare Immunological Disorders

1) ACCEPT or DECLINE THE INVITATION

Experts are notified about panel invitations via automatic email or email from Helpdesk assistants (Vojtech, Zdenek).

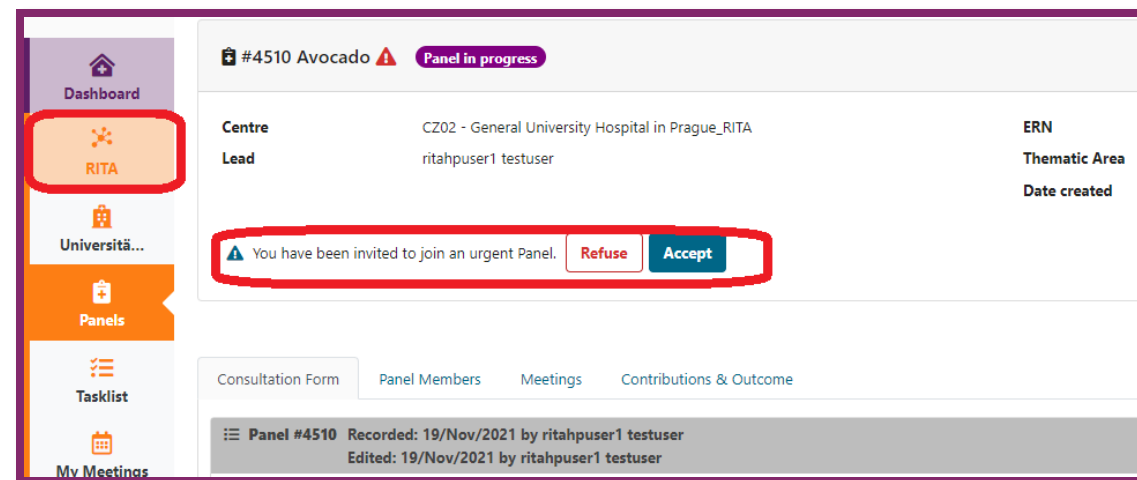
After logging in to CPMS you will see pending invitations on the „Dashboard“ module where you can accept/decline immediately.



The screenshot shows the CPMS Dashboard with a sidebar on the left containing navigation icons for Dashboard, RITA, Universitá..., Map, Training, and Preferences. The main content area has several sections: 'Upcoming Meetings in the next 14 days' (empty), 'Meeting Invites' (empty), 'Panel Activity in the last 14 days' (no updates), and 'Panel Invites' (highlighted with a red box). The 'Panel Invites' section contains a table with two rows of pending invitations. Each row has 'Refuse' and 'Accept' buttons, with the 'Accept' buttons highlighted by red boxes.

Panel ID	Nickname	Date	Centre	Refuse	Accept
#4510 ⚠	Avocado	19/Nov/2021	CZ02 - General Unive...	Refuse	Accept
#4515 ⚠	jijj	19/Nov/2021	CZ02 - General Unive...	Refuse	Accept

Or in the „RITA“ module you can enter the panel and accept/decline the invitation there



The screenshot shows the RITA module interface. The sidebar on the left has navigation icons for Dashboard, RITA (highlighted with a red box), Universitá..., Panels, Tasklist, and My Meetings. The main content area shows details for panel #4510 'Avocado' (Panel in progress). It lists the Centre as 'CZ02 - General University Hospital in Prague_RITA' and the Lead as 'ritahpuser1 testuser'. A notification bar at the bottom of the panel details states: 'You have been invited to join an urgent Panel.' with 'Refuse' and 'Accept' buttons, both highlighted with red boxes.

2) STUDY THE CASE

Read the „**Consultation form**“ where you find the patient input from the treating physician (text & attached documents) and the main **Consultation request**

#2979 JanSim **Panel in progress**

Centre	CZ02 - General University Hospital in Prague_RITA	ERN	RITA - Immunodeficiency, Au
Lead	Prof. Pavla DOLEZALOVA	Thematic Area	Pediatric Rheumatology
Manager	Prof. Pavla DOLEZALOVA	Date created	26/Oct/2022

Consultation Form | Panel Members | Meetings | Contributions & Outcome

Panel #2979 Recorded: 26/Oct/2022 by Nikol Vinšová
Edited: 26/Oct/2022 by Nikol Vinšová

CONSULTATION REQUEST

- * Nickname: JanSim
- * Is this a repeat of a previous panel for the same patient but a different episode? No
- * Consultation request description: More treatment options
- * Consultation request reason: Treatment

Healthcare provider: CZ02 - General University Hospital in Prague
Point of care specialist: prof. MUDr. Pavla Doležalová, CSc.

* ERN: RITA

Consultation Form | Panel Members | Meetings | **Contributions & Outcome**

Contributions [Request Contributions](#)

Edita Gasiuniene | Prof. Edvard SMITH | Mikko Seppänen | Niall Conlon | Prof. Mark LITTLE

Dear Prof. Mark Little,

Thank you for your contribution.
I would like to give you some additional information about the patient.
The patient got only one dose of Rituximab due to acute humoral rejection of the renal transplant in 2010. Now the patient still has the transplanted kidney, but he is on dialysis.
In 2022 all the immunological tests were repeated, according to your request:
Lymphocyte population test (flow-cytometry)
CD3+ 1,033*10⁹ l (normal ranges 0,72-2,33), 83,22% (59-85%)
CD4+ 0,345*10⁹ l (normal ranges 0,43-1,01), 27,77% (29-57)

Recorded: 04/Oct/2022

Or attach file: Soubor nevybrán

Timeline

Contributions

Panel Members

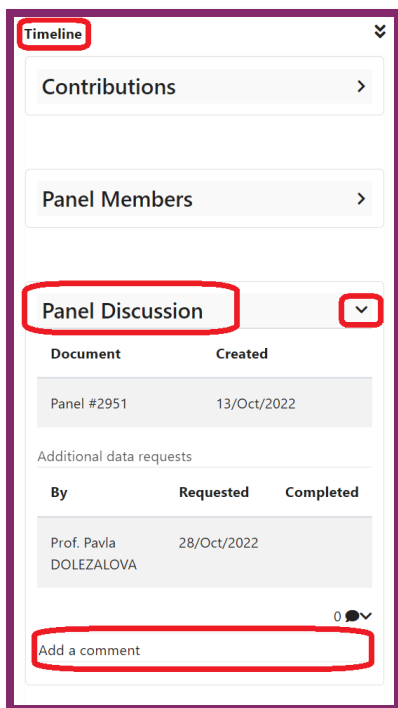
Panel Discussion

Document	Created
Panel #2472	19/Nov/2021

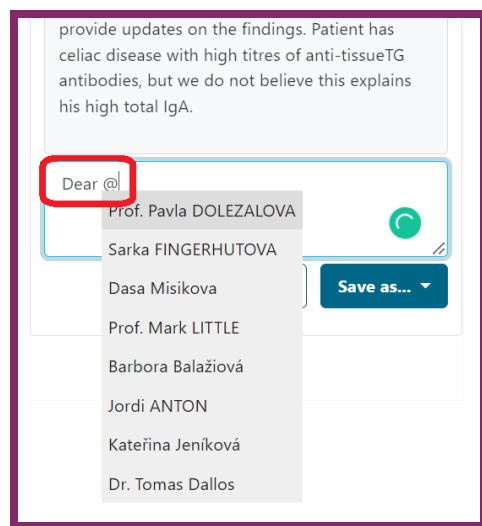
Kateřina Jeniková 11/Oct/2022 20:41
Dear Prof. @Prof. Mark LITTLE , Thank you for

Check also the „**Contributions**“ and comments in „**Panel discussion**“ because some additional info may have already been exchanged there by other panelists

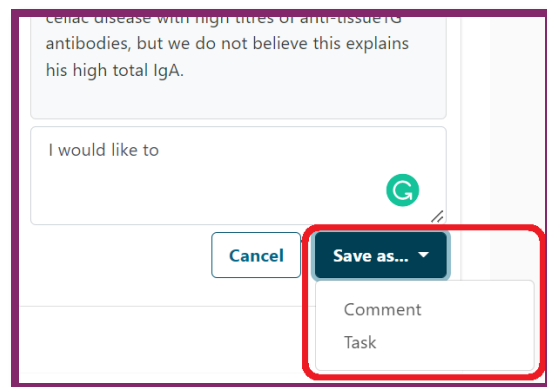
3a) CONTRIBUTION – written form



If you have any questions or you need additional data from the treating physician to contribute you can add a comment in the „**Panel discussion**“ section.



You can also tag a certain person from the panel for better clarity. After typing the „@“ symbol, a drop-down list of panelists appears.



This comment can be saved as a „**comment**“ or as a „**task**“. The second option creates a more visible task for PL & panel manager.

For tasks, only involved persons are notified.
For comments, everyone from the panel is notified.

3a) CONTRIBUTION – written form

When you have all the needed information for your contribution, go to the „**Contribution & Outcome**“ module and type it in the window with your name. Confirm by clicking on „Record Contribution“.

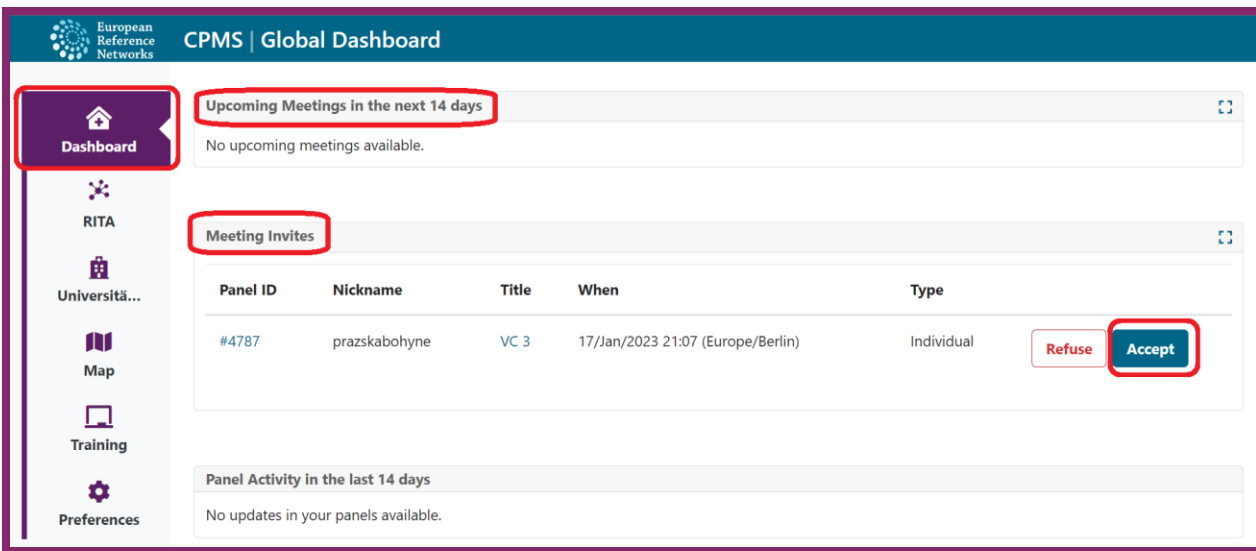
You can edit your contribution anytime until the panel status is changed to „Sign-off“.

When PL creates the outcome document, you will be asked to approve it or comment on it via email and your work in the panel is done.

The screenshot shows a web interface for the 'Contributions & Outcome' module. At the top, there are navigation tabs: 'Consultation Form', 'Panel Members', 'Meetings', and 'Contributions & Outcome' (which is highlighted with a red box). Below the tabs, the page title is 'Contributions'. On the right side, there is a button labeled 'Request Contributions'. Below the title, there is a list of panel members: 'Edita Gasiuniene', 'Prof. Edvard SMITH', 'Mikko Seppänen', 'Niall Conlon' (highlighted with a red box), and 'Prof. Mark LITTLE'. The main area contains a large text input field with the placeholder text 'Record your contribution here'. Below the input field, there is a section for file uploads with the text 'Or attach file:' and two buttons: 'Vybrat soubor' and 'Soubor nevybrán'. At the bottom, there is a question 'How much time did you spend on this Assessment?' followed by two input fields: '0 HRS' and '0 MINS'. In the bottom right corner, there is a button labeled 'Record Contribution' (highlighted with a red box).

3b) CONTRIBUTION – video meeting (VM)

If PL chooses so, you will be invited to a VM within the CPMS platform where the case will be presented and discussed. The VM invitation is delivered the same way as the panel invitation. Please accept or refuse the invitation.



The screenshot shows the CPMS Global Dashboard interface. The top navigation bar includes the European Reference Networks logo and the text 'CPMS | Global Dashboard'. A sidebar on the left contains icons for Dashboard, RITA, Universit..., Map, Training, and Preferences. The main content area features three sections: 'Upcoming Meetings in the next 14 days' (with a red box around the header and the text 'No upcoming meetings available.'), 'Meeting Invites' (with a red box around the header), and 'Panel Activity in the last 14 days' (with the text 'No updates in your panels available.'). The 'Meeting Invites' section contains a table with the following data:

Panel ID	Nickname	Title	When	Type	Refuse	Accept
#4787	prazskabohyne	VC 3	17/Jan/2023 21:07 (Europe/Berlin)	Individual	Refuse	Accept

If you refuse the VM invitation, you can still give your contribution in written form until the panel is closed.

You will get the VM reminder with the link by email and you can see all your accepted VMs on your CPMS **Dashboard**.

After the VM, go to the „**Contribution & Outcome**“ module and type your contribution in the window with your name (see the previous slide), and your work in the panel is done.

In case of any questions or struggles, please contact the RITA Helpdesk team based in Prague:

- Vojtech.simka@vfn.cz
- Zdenek.dolezal@vfn.cz

**Thank you for joining
our CPMS platform!**

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Primary Immunodeficiencies / Autoinflammatory Disorders
Autoimmune Diseases / Paediatric Rheumatic Diseases



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