

ERN-RITA CPMS Quick Guide

Enrolling physician (EP)



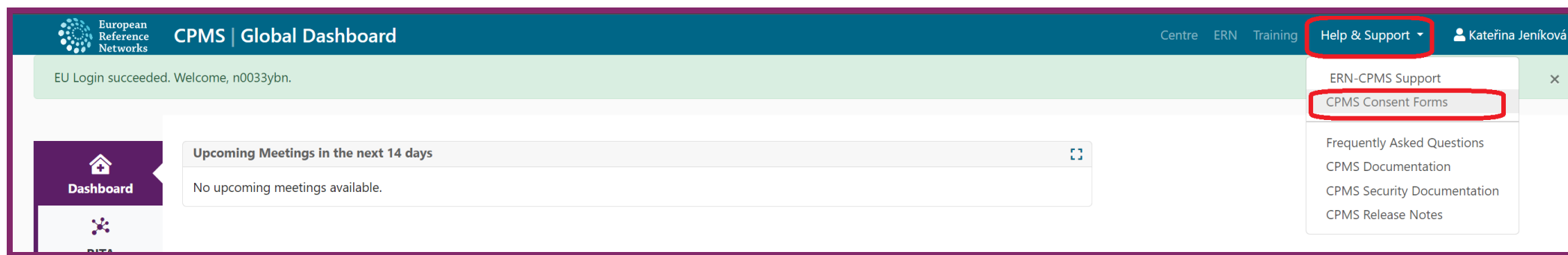
European
Reference
Network



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

1) PATIENT'S CONSENT

Obtaining the patient's signature of consent with CPMS consultation is the first step of each consultation. Consent in all language mutations can be found in the CPMS platform in the „Help & Support“ section.



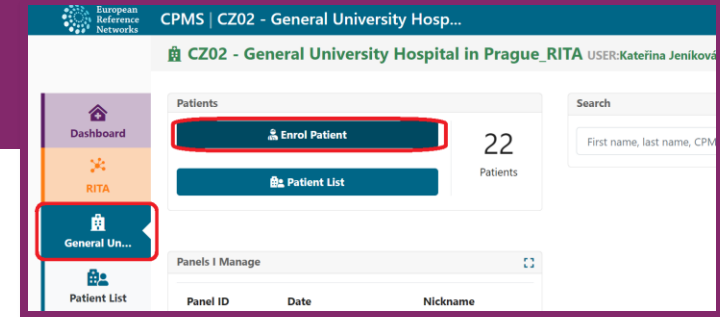
In the system, you will be only asked to fill in the date of the signature, but you have to store this document physically in your HCP.

2) Enrolling the panel

- Start enrolling in the „Centre“ module with your HCP's name.
- Fill in all the mandatory fields and then continue filling in case information in the **Consultation form**.
- Medical files such as x-rays etc. can be uploaded.
- Consultation forms can be edited any time in the process.

For quick consultation, you can upload a **case summary in pdf** (anonymized!) but the information should be sufficient for the panelist to give their advice. In this case, we advise you to fill in at least the main case info in the Consultation form later for research purposes. This can be done by junior doctors with CPMS fellow accounts e.g.

If you are unsure about any step, please get in touch for a quick virtual meeting, where the helpdesk team will assist you with the enrollment.

A screenshot of the 'Enrol Patient' form. The form is divided into several sections. At the top, there are fields for 'Patient Id: ERN-CZ02-RITA-018' and 'Date Enrolled: No date selected'. Below these is a 'Download Model Consent Forms' button. The 'Consents' section contains a table with three columns: 'Consent Requested', 'Consent Given', and 'Date'. The 'Identifying Data' section contains fields for 'First Name', 'Last Name', 'Gender', 'Date of Birth', and 'Record Label'. At the bottom right, there are 'Cancel' and 'Enrol Patient' buttons.

3) EP vs PL (panel lead)

WHEN PL IS ASSIGNED?

- PL has to be assigned in all cases where EP is not from the RITA member center or
- EP can request assigning PL anytime when feel the case is out of the scope of his/her experience of a certain diagnosis.
- In both cases contact your PM for assigning PL.

If you will also lead the panel, please follow our Quick guide for Panel leads.

3) PANEL PROCESS

- After creating the panel, the **Panel manager** (PM) is assigned to help (Kate).
 - Until the 1st expert is invited, only EP and PM can see the panel.
- EP can suggest experts' invitations to the discussion – communicate with PL and PM.
- EP can observe the whole process, cooperate with PL, and is supposed to **answer additional questions** from panelists – comments in the „Panel discussion“ section.
- If a **Virtual Meeting** (VM) is planned by PL, EP is expected to **present the case** there (use only anonymized materials). An invitation is sent by email and it is also visible on the CPMS Dashboard.
- When the panel discussion is done, PL creates an official outcome document that is available for download and the panel is closed.

3) PANEL PROCESS

Contributions & Outcome

Contributions

Request Contributions

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 Jeníková 11/Oct/2022 20:41

Dear Prof. @Prof. Mark LITTLE , Thank you for

EP is answering questions in the **panel discussion** and panelists record their final advice to **Contributions**.

Tag certain experts by using the „@“ symbol in the comments.

provide updates on the findings. Patient has celiac disease with high titres of anti-tissueTG antibodies, but we do not believe this explains his high total IgA.

Dear @

Prof. Pavla DOLEZALOVA

Sarka FINGERHUTOVA

Dasa Misikova

Prof. Mark LITTLE

Barbora Balařiová

Jordi ANTON

Kateřina Jeníková

Dr. Tomas Dallos

Save as...

European Reference Networks CPMS | Global Dashboard

Dashboard

Upcoming Meetings in the next 14 days

No upcoming meetings available.

Meeting Invites

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

Refuse Accept

Panel Activity in the last 14 days

No updates in your panels available.

Present your case in VM for your panel. You will simply share your screen. Anonymize all data.

#2713 Honza Panel closed

Centre CZ02 - General University Hospital in Prague, RITA

ERN RITA - Ir

Lead Prof. Pavla DOLEZALOVA

Thematic Area Pediatric

Manager Kateřina Jeníková

Date created 19/Apr/

Members

Pierre QUARTIER-DIT-MAIRE (pediatric rheumatologist)

Sarka FINGERHUTOVA (fellow, paediatrician, paediatric rheumatology)

Nico Martinus Wulffraat (expert)

Dr. Tomas Dallos (paediatric rheumatologist)

Kateřina Jeníková (Administrator/Helpdesk)

Claas Hinze (Pediatric Rheumatologist)

Show all

Outcome Document

Download your Outcome document.

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!**



Primary Immunodeficiencies / Autoinflammatory Disorders
Autoimmune Diseases / Paediatric Rheumatic Diseases



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UMC Utrecht (WKZ)
ERN-RITA
Huispostnummer KC.03.064.1
Postbus 85090
3508 AB Utrecht
THE NETHERLANDS
contact-rita@ern-net.eu
T: +31 88 75 533 09
www.ern-rita.org



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