Role: Panel Lead

Option 1: You want to enrol a patient

Log in

1) Go to : https://cpms.ern-net.eu/login/

You can Login to the CPMS ERN through the EU Login Authentication Service.

→) Login via EU Login

2) Enter your Password

Password

3) Choose one verification method (Need your mobile)

Choose your verification method

EU Login Mobile App PIN Code
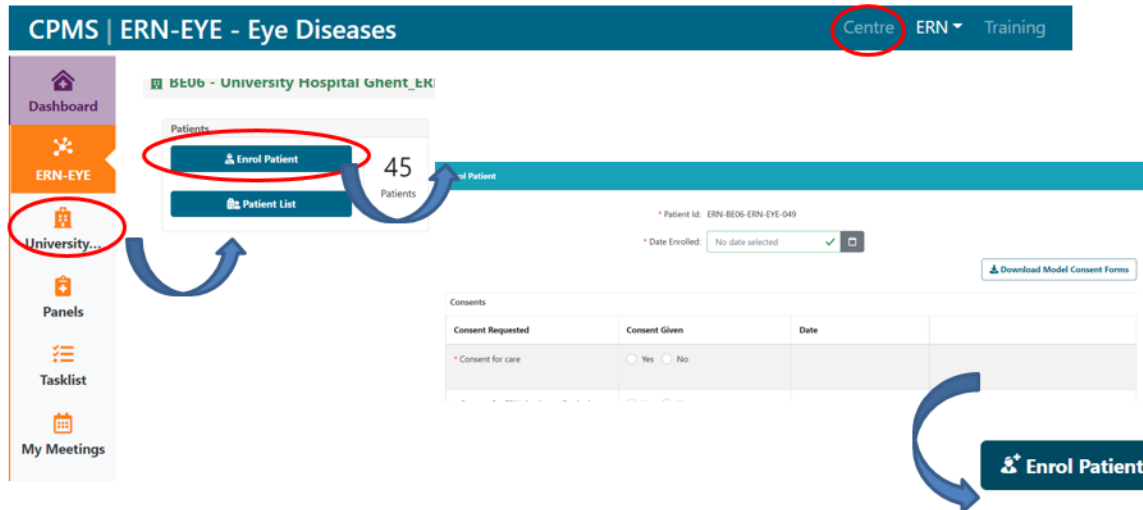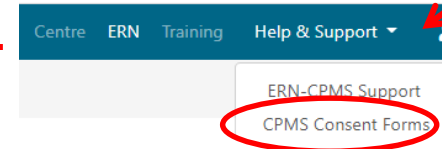
4) Click on « **Sign in** »

Sign in

1:Enrol the patient

- **Prior to any enrolment make sure that the patient has signed the consent form.** (Consent form directly downloadable from the application)

- Enrol a new patient : Click on «**Centre**» on the top right of the page or on the left magin on the button where the name of your centre is displayed
- Then, click on the « **Enrol Patient** » button.
- You arrive on the « **Enrol Patient form** »
- This will require some information: DOB, the Gender, the date of signature of the consent…
- Once completed, click on the « **Enrol Patient** » button.

2 :Fill in the consultation form

The consultation request form will require additionnal information as:

-    The « **Nickname** », which must not to be liable to the identity of the patient
(Please here use your center name followed by the inclusion number of the patient (e.g : for your first patient enrol in the CPMS, if your center name is CARGO, the nickname will be CARGO01)

- The « **urgency** » of the panel: If the panel is urgent, a notification will be sent directly to all participants while usually notifications are sent daily.

- The **consultation request reason** and the **description** of the reason, **the name of the Healthcare provider** and the **Point of care specialist**.

Then select the **ERN ,the Panel lead and the Panel Manager and the thematic area.**

Once done, you can save your data by pressing the « **Save** » button and then the « **Close button** »

Close   Save

3:Complete the dataset

If needed, you can complete the dataset by clicking on the « **Edit Button** » on the « **Consultation Form** » tab.

Consultation Form	Attachments	Panel Members	Meetings	Contributions & Outcome

- ☑ Consultation Request 🟢
- ☑ ERN-EYE Subspecialty 🟢
- 📁 Common Data
- ☐ Patient Information
- ☐ Episode Description
- ☐ Rare Disease Diagnosis
- ☐ Comorbidities
- ☐ Phenotype/Genetic Features and Biobanks
- ☑ Family History 🟢
- ☐ Health Behaviours
- ☐ Allergies and Other Adverse Reactions
- ☐ History of Past Illness and Disorders
- ☐ Special Treatment Intervention
- ☐ Surgical Procedures
- ☐ Transplantation History
- ☐ Medication Summary
- ☑ **Medical Documents** ⚫

ed: 31/Jan/2022 by eyehpuser1 testuser   ⬇ Download   ✏ **Edit**

Click on the section you want to complete

MEDICAL DOCUMENTS

Use this feature to share Files identifying data from all other

The sharing rules for these File

Attach file / image ⬆

The « Medical Documents » section allows you to attach files

Save your data by clicking on the « **Save** » button and then on the « **Close »** button . Close | Save

ERN-EYE Helpdesk

4:Attachment

You can attach images or files to your Panel by going to the « **Medical Documents** » section of the **Consultation Form**
Click on the « **Attach file/ image** » button to do so.
(**You should anonymized your files or images if needed**)

You can add your file by doing an « drag and drop ».
The files uploaded can be viewed in the "**Attachment**" tab.

Invite members who you want to be part of your Panel.

Click on the « **Panel members**» tab and on the « **Available** » tab to invite members to the Panel.

If you need assistance in appointing a panel, you can request co-ordinator assistance by clicking on the « **Co-ordinator Assistance** » Tab

| Invited | **Available** | Co-ordinator Assistance |

Available Healthcare Professionals

| Thematic area: | --- Entire ERN --- ⬍ | Search by Name or Hospital |

Name	HCPs	Specialisation	**Invite All**
1, Doctor	AT08 - Ordensklinikum Linz GmbH, Hospital of the Sisters of Charity_eUROGEN NL03 - Erasmus MC: University Medical Center Rotterdam_eUROGEN	Test	**Invite**

Click on **« Invite »** to invite the corresponding member

You can also set as Lead one of the Healthcare Professionals you invited by going on the « **Invited** » tab

For scheduling a meeting , go to the « **Meetings** » tab and click on the « **Schedule Meeting** » button

Consultation Form	Attachments	Panel Members	Meetings	Contributions & Outcome

Schedule Meeting

Choose if you want to schedule a meeting that is part of a ERN recurring meeting , an individual meeting or a proposed meeting (with proposed dates).

* Type of meeting: ● Part of ERN recurring meeting ○ Individual meeting ○ Proposed meeting

* Title of slot:

Description:

You will be allowed to select the participants to be invited ,please note that you can invite members who are not part of your panel.
You can also join directly the Meeting linked to this Panel in the « **Upcoming meetings** » section, by clicking on the « **Join Meeting** » button.

Upcoming meetings

Title	test
When	31/Jan/2022 15:08 (Europe/Brussels)
Description	test
Status	Upcoming

Test video **Join Meeting**

ERN-EYE Helpdesk

7: Contribution

Click on the « **Contribution & Outcome** » tab to be able to give your opinion on the case by clicking the « **Record Contribution** » button .

Record your contribution by writing an assessment in the free text field **(or attach files** if needed.)

You can also request contributions from the others Panel's members by clicking on the « **Request Contribution** » button

Record your outcome by clicking on the « **Edit** » button

Outcome

No outcome drafted

Edit   Sign-off

Outcome

test

Did you find this panel useful?   Very Useful

How satisfied are you with the outcome of this panel?   Completely Satisfied

Cancel   Save

Save your Outcome by clicking on the « **Save** » button

9:Sign-Off

When your are confident in your outcome, you can sign it off by clicking on the « **Sign-off** » button

Outcome

test

Edit   **Sign-off**

The panel has been signed off

You can now download the outcome document from the panel banner. If this panel is now complete please close the panel by clicking the **Close Panel** button at the top of the panel banner.

An automatic record of the Outcome will be generated and you will be able to download it by clicking on the « **Outcome Document**» button from the panel banner.
It will generate a pdf file.

🗐 Outcome Document

Then click on the « **Close Panel** » button to close your Panel

When you close a panel it is still visible within the ERN but a closed panel cannot be restarted.

Close Panel

ERN	ERN-EYE - Eye Diseases
Thematic Area	Anterior Segment Rare Eye Diseases
Date created	31/Jan/2022

📄 Outcome Document

Before closing the panel, you will be invited to reply to a short survey.The panel will be closed after.

Then, click on the « **Continue to closed** » button

Continue to Closed

ERN-EYE Helpdesk

11: Archive

It is also possible to Archive a Panel by clicking on the "**Archive Panel** " button, but **once archived, the Panel it is no longer visible within the ERN, it is only visible to the enrolling centre and an archived panel cannot be restarted.**

	Archive Panel
ERN	ERN-EYE - Eye Diseases
Thematic Area	Anterior Segment Rare Eye Diseases
Date created	31/Jan/2022
📄 Outcome Document	

So, please, do not archive your Panel before having the Co-ordinator agreement!!!

Reminder:

After logging out ,you can go to back to your panel by logging in again

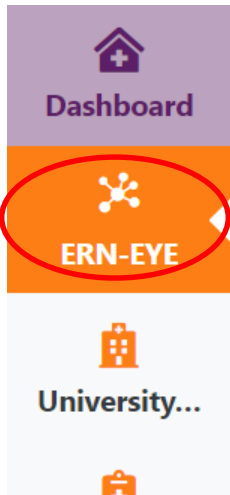at: https://cpms.ern-net.eu/login/ and following all steps described on **page 2.**

Sign in

- Then, click on « **ERN-EYE**» in the left margin and select the corresponding Panel in « **My Panels** »