



European Reference Network

for rare or low prevalence
complex diseases



Network

Neurological Diseases
(ERN-RND)

USER GUIDE

CLINICAL PATIENT MANAGEMENT SYSTEM





CPMS User Guide Summary



2

I General

page 3 – 6

Relevant for all CPMS users

1. About CPMS
2. Additional information
3. Before starting
4. Home: Global Dashboard

II CENTRE DASHBOARD

page 7 - 34

Most relevant for panel creators

1. Panels
2. Patient list
3. Enroll patient
4. Consultation Form
5. Timeline
6. Panel progression
7. Attachments
8. Manage Panel Members
9. Interaction in the panel
10. Meetings
11. Contributions & Outcome
12. Closing a panel

III ERN DASHBOARD

page 35 - 40

Most relevant for users invited to join a panel

1. Panels
2. Task list
3. My meetings
4. Preferences



I CPMS General



3

CPMS is:

- a **tool for e-consultations**, connecting experts on rare diseases from all over Europe
- **safe** for exchanging **sensitive clinical data**. It allows upload of all medical documents, including DICOM files.
- Funded, maintained and updated **by the European Commission**
- Supported by the **ERN-RND helpdesks** to assist users anytime:



cpms-helpdesk_ern-rnd@med.uni-tuebingen.de



Additional information:

- Before you can enter the CPMS for the first time, you need to register.
Please refer to our **CPMS Registration guide**.
- Our **best practise guide** helps you to achieve faster progress for your panel.
- A **personal guided tour** through CPMS via videoconference is possible – just drop us an email: cpms-helpdesk_ern-rnd@med.uni-tuebingen.de
- The **CPMS training platform** is the easiest way to get familiar with CPMS.
We can provide you with login details.



Before starting:

- Use as a web-browser Google Chrome.
It is recommended to have a minimum dedicated 350kb/s down per download stream as well as 350kb/s up per uploaded stream to maintain a stable video connection.
- Panel creation: You can fill out **the consultation form** in several returns if you **save the sections** you have already filled
- There will be **date pickers** '📅' where you have to fill the date in the format dd/mm/yyyy, **but some** date pickers allow to write only mm/yyyy, or yyyy
- If you're **not sure** about the exact requirement of a box **check** the '❗' icon for more information
- **Red boxes** and **red arrows** in this guide will help you navigate within the CPMS.
Recommended: log into CPMS and compare the guid on the go.



I CPMS General

6

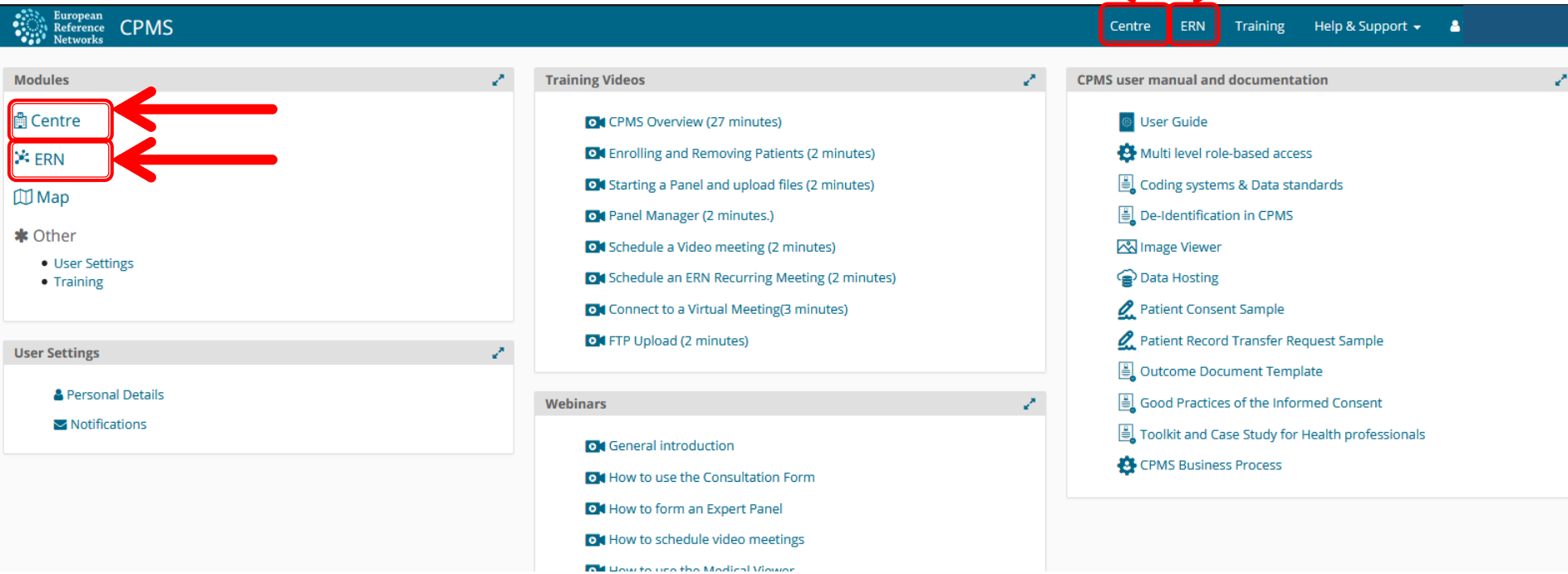
□ Login into CPMS: <https://cpms.ern-net.eu/login/>

□ CPMS Home – *Global Dashboard*:

2 main applications/dashboards: ‘Centre’ and ‘ERN’

*Enter if you want to
enroll a case*

*Enter if you were
invited to join a panel*



European Reference Networks CPMS

Centre ERN Training Help & Support

Modules

- Centre
- ERN
- Map
- Other
 - User Settings
 - Training

Training Videos

- CPMS Overview (27 minutes)
- Enrolling and Removing Patients (2 minutes)
- Starting a Panel and upload files (2 minutes)
- Panel Manager (2 minutes)
- Schedule a Video meeting (2 minutes)
- Schedule an ERN Recurring Meeting (2 minutes)
- Connect to a Virtual Meeting(3 minutes)
- FTP Upload (2 minutes)

Webinars

- General introduction
- How to use the Consultation Form
- How to form an Expert Panel
- How to schedule video meetings
- How to use the Medical Viewer

CPMS user manual and documentation

- User Guide
- Multi level role-based access
- Coding systems & Data standards
- De-Identification in CPMS
- Image Viewer
- Data Hosting
- Patient Consent Sample
- Patient Record Transfer Request Sample
- Outcome Document Template
- Good Practices of the Informed Consent
- Toolkit and Case Study for Health professionals
- CPMS Business Process



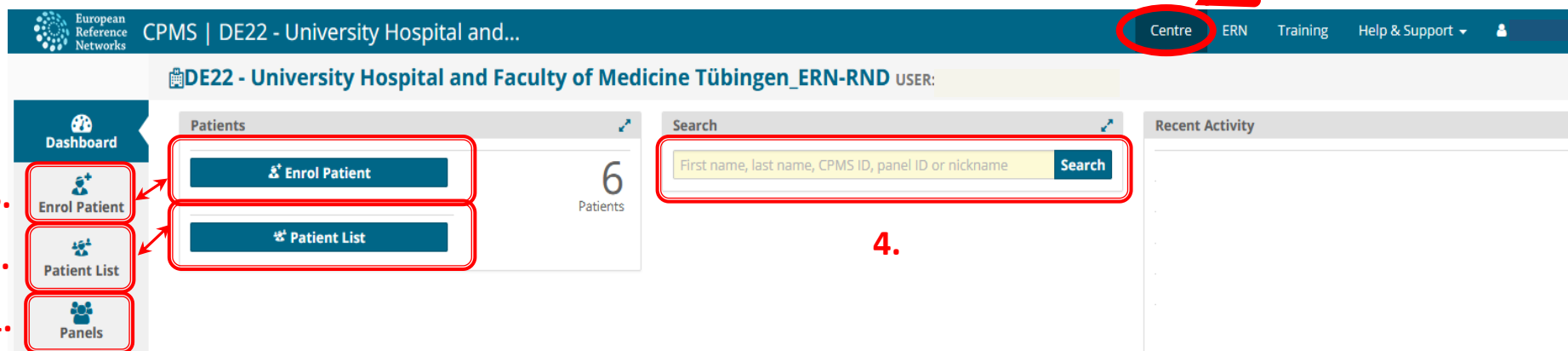
I Centre Dashboard

7

Here you can:


- see **all panels** of your **institution**
- **enroll** a **new patient**
- **view** the **current patients** of the **centre**
- **search** patients by their nickname, first or last name, CPMS ID, panel ID

★ Remember: All authorized users from this centre can see all patients enrolled within this centre regardless of enrolling user.



The screenshot shows the I Centre Dashboard interface. The top navigation bar includes the European Reference Networks logo, the text "CPMS | DE22 - University Hospital and...", and a menu with "Centre" (circled in red with a red arrow pointing to it), "ERN", "Training", and "Help & Support". Below the navigation bar, the main content area is divided into three sections: "Dashboard", "Patients", and "Search". The "Dashboard" section on the left contains three buttons: "Enrol Patient" (labeled 3.), "Patient List" (labeled 2.), and "Panels" (labeled 1.). The "Patients" section in the middle shows a button for "Enrol Patient" and a button for "Patient List", with a counter indicating "6 Patients". The "Search" section on the right contains a search bar with the placeholder text "First name, last name, CPMS ID, panel ID or nickname" and a "Search" button (labeled 4.). The "Recent Activity" section is visible on the far right.

- See all panels of your institution



CPMS | DE22 - University Hospital and...

Centre

ERN

Training

Help & Support

DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND

USER:

Dashboard

Enrol Patient

Patient List

Panels

Panels

Search

Panel ID	Nickname	Started	Lead	State	ERN	Thematic Area
# 1114		16/Jan/2020		Closed	ERN-RND - Neurological Diseases	Choreas and Huntington's Disease
# 186		24/May/2018		Archived	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias
# 196		07/Jun/2018		Archived	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias
# 250		20/Aug/2018		Archived	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias
# 251		20/Aug/2018		Closed	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias
# 341		09/Nov/2018		Open	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias
# 364		22/Nov/2018		Open	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias
# 365		22/Nov/2018		Open	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias
# 440		17/Jan/2019		Closed	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias
# 82		04/Feb/2018		Aborted	ERN-RND - Neurological Diseases	Cerebellar Ataxias and Spastic Paraplegias

Showing 1 to 10 of 10 entries

first

prev

next

last

10



2. Patient list



9

- See all enrolled patients of your centre

Access via
Dashboard
or via
'Patient list'

European Reference Networks CPMS | DE22 - University Hospital and... **Centre** ERN Training

DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND USER:Tamara Martin ROLE:HP

Patients 6 Patients

Enrol Patient

Patient List

Search
First name, last name, CPMS ID, panel ID or nickname Search

Haun, Jasmin DOB: 28/12/1999 (

European Reference Networks CPMS | DE22 - University Hospital and... **Centre** ERN Training Help & Support

DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND USER:

Dashboard

Enrol Patient

Patient List

Panels

Patient List

Enrol Patient

Search

Last name	First Name	Record Label	Cpms ID	Enrolled	Gender	Frozen	Date of Birth	Consent	Consent Research
			ERN-de22-ern-rnd-002	04/Feb/2018	F	false	28/Dec/1999	true	
			ERN-de22-ern-rnd-004	06/Jul/2018	M	false	09/Feb/1986	true	true
			ERN-de22-ern-rnd-007	01/Jan/2018	M	false	01/Jan/1990	true	true
			ERN-de22-ern-rnd-006	01/Nov/2018	M	false	01/Jan/1991	true	true
			ERN-de22-ern-rnd-003	07/Jun/2018	M	false	01/Jan/2001	true	
			ERN-DE22-ERN-RND-001	15/Jan/2020	M	false	31/Jan/1949	true	false

Showing 1 to 6 of 6 entries

first prev next last 10



3. Enroll Patient

Co-financed by the Connecting Europe Facility of the European Union

10

Start enrolling a new patient via Dashboard or via 'Patient list'

DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND USER: Tamara Martin ROLE: HP

Dashboard

Enrol Patient

Patient List

Patients

Enrol Patient

Patient List

6 Patients

Search

First name, last name, CPMS ID, panel ID or nickname

Search

Enrol Patient

Patient Id: ERN-de22-005

* Date enrolled: dd/Mmm/yyyy

Pre-qualification check

* Have you sought advice on this patient at a national healthcare provider organisation? ☐ Yes ☐ No

Consents

Consent Requested	Consent Given	Date
Consent for care	<input type="radio"/> Yes <input type="radio"/> No	
Consent for ERN databases/Registries	<input type="radio"/> Yes <input type="radio"/> No	
Consent contact for research	<input type="radio"/> Yes <input type="radio"/> No	

Identifying data

* First name

* Last name

* Gender:

* Date of birth: dd/Mmm/yyyy

* Record Label

Download Model Consent Forms

Click to finalise enrollment

Cancel Enrol Patient

Required fields are red and marked with *

Choose „today“-button from the picker

See next page (p.11) for details

Click to finalise enrollment



3a. Patient consent forms

11

- ★ Obtaining **consent for care** before enrollment is **mandatory** in order to use CPMS!
- Consent for ERN databases/Registries: **Not mandatory**. If 'Yes' it authorizes Panel leads to make the clinical data available for ERN researchers after an outcome has been signed-off. Name and Date of Birth will still not be visible for them!
- Consent contact for research: **Not mandatory**. If 'Yes' it states that patients are interested to be contacted by outside ERN research projects (e.g. clinical trials)

The CPMS patient
consent form: Available
in 25 different languages

 Download Model Consent Forms

Download Consent Forms

Download Consent Forms (pdf format)


- BG (20/11/2017)
- CS (04/05/2018)
- DA (20/11/2017)
- DE (05/03/2018)
- EL (20/11/2017)
- EN (20/11/2017)
- ES (04/05/2018)
- ET (20/11/2017)
- FI (20/11/2017)
- FR (04/05/2018)
- GA (20/11/2017)
- HR (20/11/2017)
- HU (20/11/2017)
- IT (04/05/2018)
- LT (20/11/2017)
- LV (21/11/2017)
- MT (20/11/2017)
- NL (20/04/2018)
- NO (05/12/2017)
- PL (04/05/2018)
- PT (20/11/2017)
- RO (20/11/2017)
- SK (20/11/2017)
- SL (20/11/2017)
- SV (04/05/2018)

Reference

- Guidelines Toolkit Case Study
- Good Practices Informed Consent Data Management

Consent for care is **mandatory**

Here you can
just write 'OK'

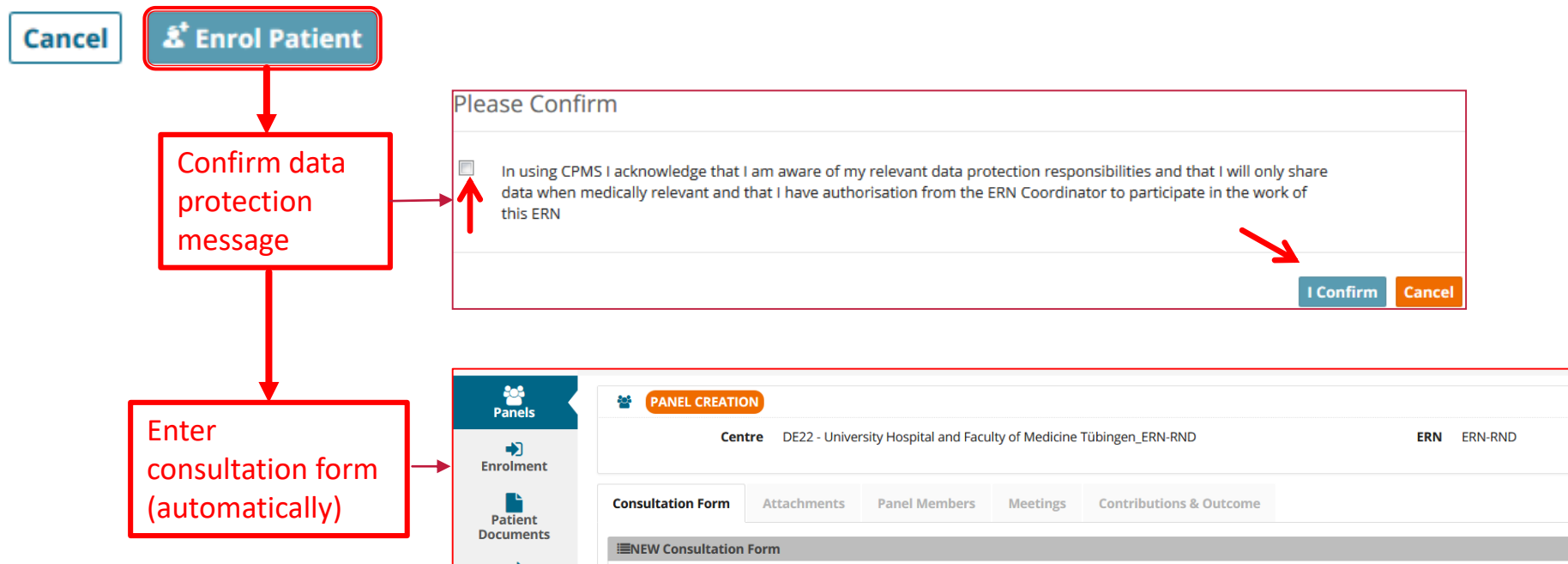
Consent Requested	Consent Given	Date	
Consent for care	<input checked="" type="radio"/> Yes <input type="radio"/> No X	23/May/2018 	
Consent for ERN databases/Registries	<input checked="" type="radio"/> Yes <input type="radio"/> No X	23/May/2018 	Please specify
Consent contact for research	<input checked="" type="radio"/> Yes <input type="radio"/> No X	23/May/2018 	Please specify



4. Consultation form

12

- ❑ The consultation form: heart of the case discussion (consultation process), necessary to reach a consensus for diagnosis and treatment
- ❑ Composed of multiple sections; you can decide which of them and how detailed you will fill
- ❑ Several coding systems available (e.g. ICD, ICC3-3/10, HPO, ORDO, LOINC etc.), pick one or more of them
- ❑ Search widget: type first letter of a phenotype to get suggestions





Consultation form - 4a. Consultation Request

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Facility of the European Union

13

Patient ID: **ERN-DE22-ERN-RND-009** lalala, lala DOB: 10/Oct/2018 (F) Enrolled: 11/Apr/2021

PANEL CREATION

Cancel Panel Creation

Centre DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND

ERN ERN-RND

Consultation Form Attachments Panel Members Meetings Contributions & Outcome

NEW Consultation Form

- ☒ Consultation Request
- ☐ 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
- ☐ Others
- ☐ Medical Documents

CONSULTATION REQUEST

Do not use any nicknames liable to identify the patient, including his/her first name or last name.

* Nickname:

Is urgency required for this panel? ☐

* Is this a repeat of a previous panel for the same patient but a different episode? ☐ Yes ☒ No ☐ Don't know

* Consultation request description:

* Consultation request reason: ☒ Diagnosis ☒ Treatment ☐ Other

* Healthcare provider:

* Point of care specialist:

* ERN:

* Panel lead:

Nickname of the patient is visible for users external to your centre; it is one of the searchable items in CPMS

Different sections of consultation form, only 'Consultation Request' and 'Patient Information' are mandatory

In these settings Panel Lead = Point of Care Specialist

Save the consultation form every time you fill a new section.

Save



Consultation form- 4b. Patient Information

14

Documents



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

Consultation Form | Recorded: 11/Apr/2021 20:39 (Europe/Berlin) by: rndhpuser5 testuser

☒ Consultation Request ☒ 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 ☐ Others ☐ Medical Documents

CONSULTATION REQUEST

Do not use any nicknames liable to identify the patient, including his/her first name or last name.

* Nickname:

Is urgency required for this panel? ☐

* Is this a repeat of a previous panel for the same patient but a different episode? ☐ Yes ☒ No ☐ Don't know

* Consultation request description:

* Consultation request reason: ☒ Diagnosis ☒ Treatment ☐ Other

* Healthcare provider:

1. After filling the minimum mandatory 'Patient Information', click **save**

Save

2. Now you can **close** the consultation form to access other sections of the panel

Close

Save



Consultation form- 4c. Re-enter consultation form



15

Patient ID: **ERN-DE22-ERN-RND-009** lalala, lala DOB: 10/Oct/2018 (F) Enrolled: 11/Apr/2021

#4308 nickname

PANEL IN PROGRESS

Centre Lead DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND
rndhpuser5 testuser

ERN Thematic Area ERN-RND - Neurologica
Date created Cerebellar Ataxias and :
11/Apr/2021

Consultation Form

Attachments

Panel Members

Meetings

Contributions & Outcome

Consultation Form

Recorded: 11/Apr/2021 20:39 (Europe/Berlin) by: rndhpuser5 testuser
Edited: 11/Apr/2021 20:59 (Europe/Berlin) by: rndhpuser5 testuser

Download

Edit

CONSULTATION REQUEST

* Nickname: nickname

* Is this a repeat of a previous panel for the same patient but a different episode? No

* Consultation request description: Contradictory indications: WES vs. phenotype

* Consultation request reason: Diagnosis, Treatment

Healthcare provider: DE22 - University Hospital and Faculty of Medicine Tübingen

If you want to re-enter the consultation form, click 'edit'



Consultation form-

4c. *Optional sections*

16

- You can decide which sections are most useful to describe the case in your particular situation.
- While not mandatory, maybe for your particular case they are essential.
- You can use them by ticking the box next to the heading.

<input checked="" type="checkbox"/>	Consultation Request	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Information	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Episode Description	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rare Disease Diagnosis	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Comorbidities	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Phenotype/Genetic Features and Biobanks	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Family History	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Health Behaviours	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Allergies and Other Adverse Reactions	<input type="checkbox"/>
<input checked="" type="checkbox"/>	History of Past Illness and Disorders	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Special Treatment Intervention	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Surgical Procedures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transplantation History	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Medication Summary	<input type="checkbox"/>
<input type="checkbox"/>	Others	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Medical Documents	<input type="checkbox"/>

Anything uploaded here will also appear in the attachment tab





5. Timeline

17

- Shows all actions triggered by a Panel member or Lead in real-time
- Is a **chatting tool** AND allows panel members to make comments on images, contributions and outcome documents
- Can be seen by **all** panel members
- All requests for additional data appear here

TIMELINE

Panel Members

Member	Status	Actions
rndhpuser5 testuser	Accepted	Invited: 11/Feb/2021 Accepted: 11/Apr/2021
rndhpuser1 testuser	Accepted	Invited: 11/Feb/2021 Accepted: 11/Feb/2021

6

rndhpuser5 testuser 11/Feb/2021 09:20

Requested assistance from ERN Co-ordinator in appoint panel

rnd coordinator 11/Feb/2021 09:22

rndhpuser1 testuser was invited to join the panel

rndhpuser5 testuser 11/Feb/2021 09:53

rndhpuser5 testuser accepted on behalf of rndhpuser1 testuser

Complete: rndhpuser1 testuser more information about patient history please 11/Feb/2021 10:01

rndhpuser5 testuser 11/Feb/2021 10:09

"more information about patient history please" Task marked as Complete

Add a comment

Patient Documents

Document	Created
Panel #4225	11/Feb/2021

rndhpuser5 testuser 11/Apr/2021 22:04

rndhpuser5 testuser agreed to join the panel

Compose your message here. You can tag a fellow Panel Member by using @

Cancel

Save as...

Comment

Task

Patient Documents

Document	Created
Panel #4225	11/Feb/2021

rndhpuser5 testuser 12/Apr/2021 10:06

We should discuss this case in a videoconference.

Add a comment

Requested: rndhpuser5 testuser more information 12/Apr/2021 10:03

Action

Add a comment

Choosing „Task“ produces an **action** button for the panel lead



6. Panel Progression

18

← Patient ID: **ERN-DE22-ERN-RND-007** Doe, Jane DOB: 04/07/2000 (F) Enrolled: 11/Feb/2021

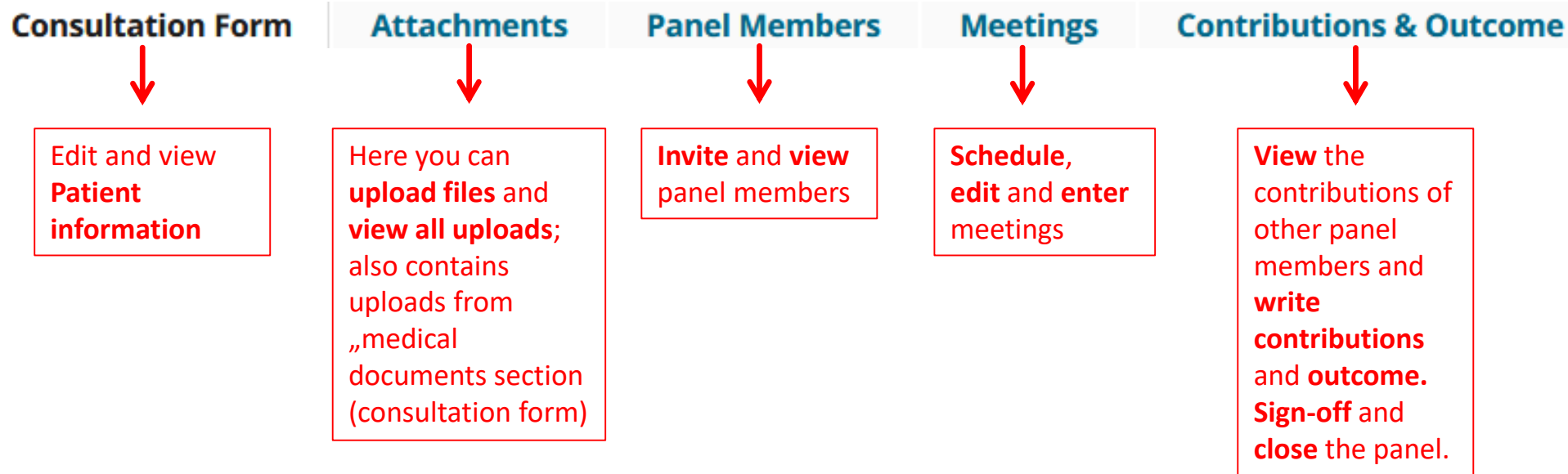
#4225 Tarzan **PANEL IN PROGRESS** [Request Additional Data](#)

Centre	DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND	ERN	ERN-RND - Neurological Diseases
Lead	rndhpuser5 testuser	Thematic Area	Cerebellar Ataxias and Spastic Paraplegias
Manager	rndhpuser5 testuser	Date created	11/Feb/2021
Panel	rndhpuser1 testuser (Neurologist)		

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

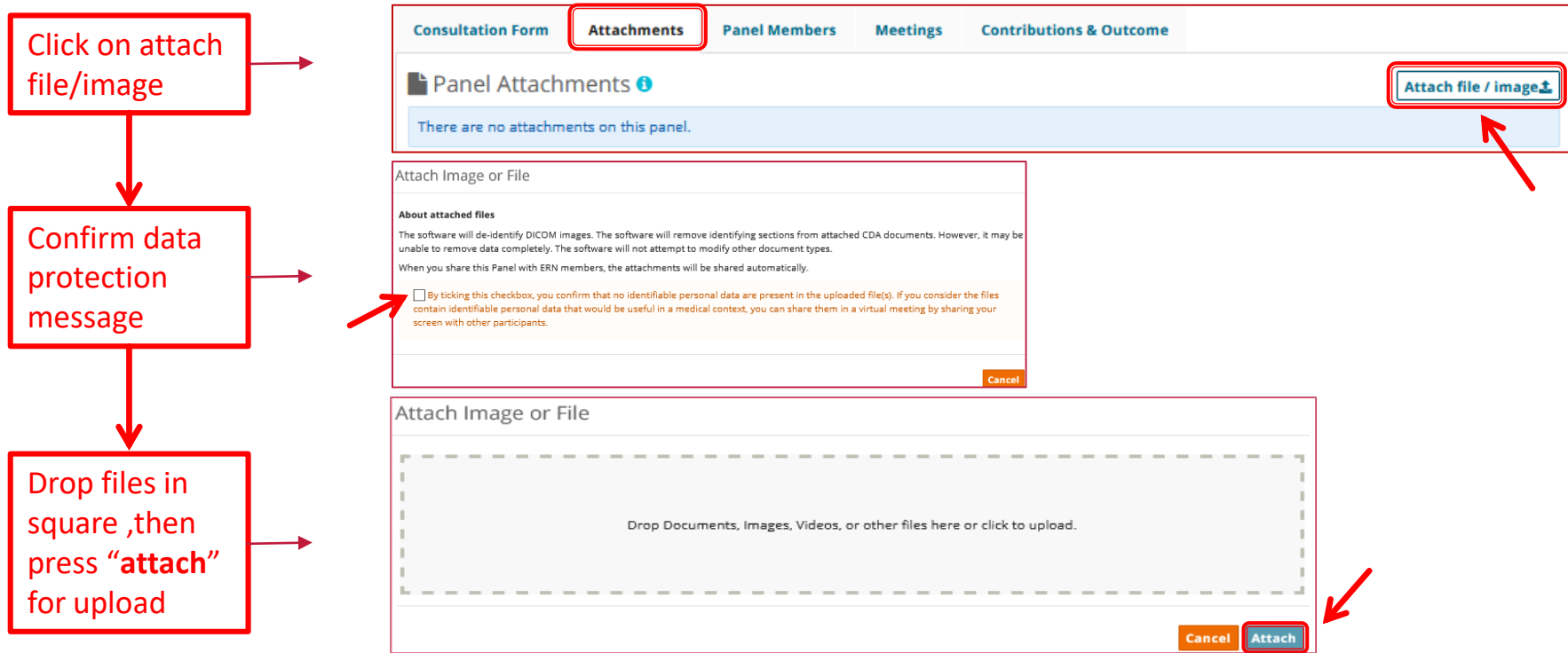
OTIMELINE Panel Members

You can freely switch between these tabs anytime





- ✱ Attention: once uploaded, files **cannot be removed** again!





8a. Manage Panel members – *Panel Selection*

20

- Form the panel by inviting other Health Professionals to join.
- *** Notify ERN-RND helpdesk** via mail about your new panel; they will invite suitable panel members for you!

In this case, you can **skip this section** of the guide entirely.

You can click 'Co-ordinator Assistance' but **always notify CPMS helpdesk via Email** about entering a new case, too.

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

Invited Available Co-ordinator Assistance

Invited Panel Members

Name	Specialisation	Status	When
rndhpuser5 testuser		Lead	Invited: 11/Apr/2021

Here you can see all panel members and their status (lead/invited/accepted/refused)



8b. Manage Panel members – *Panel Selection*

Co-financed by the Connecting Europe
Facility of the European Union

21

- You can invite members to your panel from your thematic area, from other thematic areas or from whole ERN.
- *** Remember: they should have chosen the same thematic area as you (s. page ERN - ‘Preferences’) in order to appear in your list as possible invitees.**

Panel Selection

Available

Invited

Co-ordinator Assistance

Thematic Area: Cerebellar Ataxias and Spastic Paraplegias

Available Healthcare Professionals	Role	Invite All
rnd coordinator	surgeon	Invite
rnd database	surgeon	Invite
rndhpuser4 testuser	surgeon	Invite

You can accept the panel invitation on behalf of the invited panel members in the tab ‘Invited’

Available

Invited

Co-ordinator Assistance

Invited Panel Members

Name	Role	Status
rndhpuser5 testuser		Lead
rnd database	surgeon	Invited
rndhpuser4 testuser	surgeon	
rnd coordinator	surgeon	

Accept

Refuse

Set As Lead



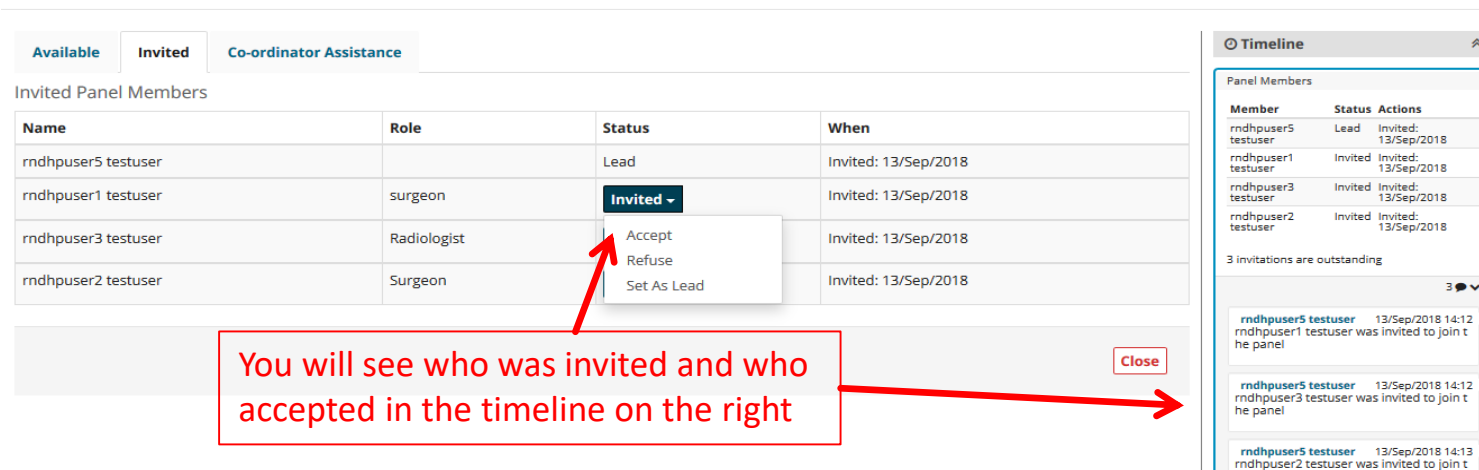
8c. Manage panel members – *Panel Lead*

22

Options for Panel Lead:

- As a panel lead you can accept or refuse the invitation for the others on behalf of your self, or set another panel member to be a panel lead.
- Setting panel lead:
 - Use case 1: the panel lead is from the originating /enrolling centre of the patient, ALL users from this centre can edit the consultation form and transition the workflow.
 - Use case 2: the panel lead is from another centre but within the same ERN, ONLY panel members from the enrolling centre and the panel lead can edit the consultation form, the panel lead can transition the workflow and sign-off the outcome.

Panel Selection



The screenshot displays the 'Panel Selection' interface. It features a tabbed view with 'Available', 'Invited', and 'Co-ordinator Assistance'. The 'Invited' tab is active, showing a table of 'Invited Panel Members'.

Name	Role	Status	When
rndhpuser5 testuser		Lead	Invited: 13/Sep/2018
rndhpuser1 testuser	surgeon	Invited	Invited: 13/Sep/2018
rndhpuser3 testuser	Radiologist	Invited	Invited: 13/Sep/2018
rndhpuser2 testuser	Surgeon	Invited	Invited: 13/Sep/2018

A dropdown menu is open for the 'Invited' status of 'rndhpuser1 testuser', showing options: 'Accept', 'Refuse', and 'Set As Lead'. A red arrow points from the text box below to this dropdown.

On the right, a 'Timeline' panel shows a list of panel members and their invitation status. A red arrow points from the text box below to this timeline.

You will see who was invited and who accepted in the timeline on the right



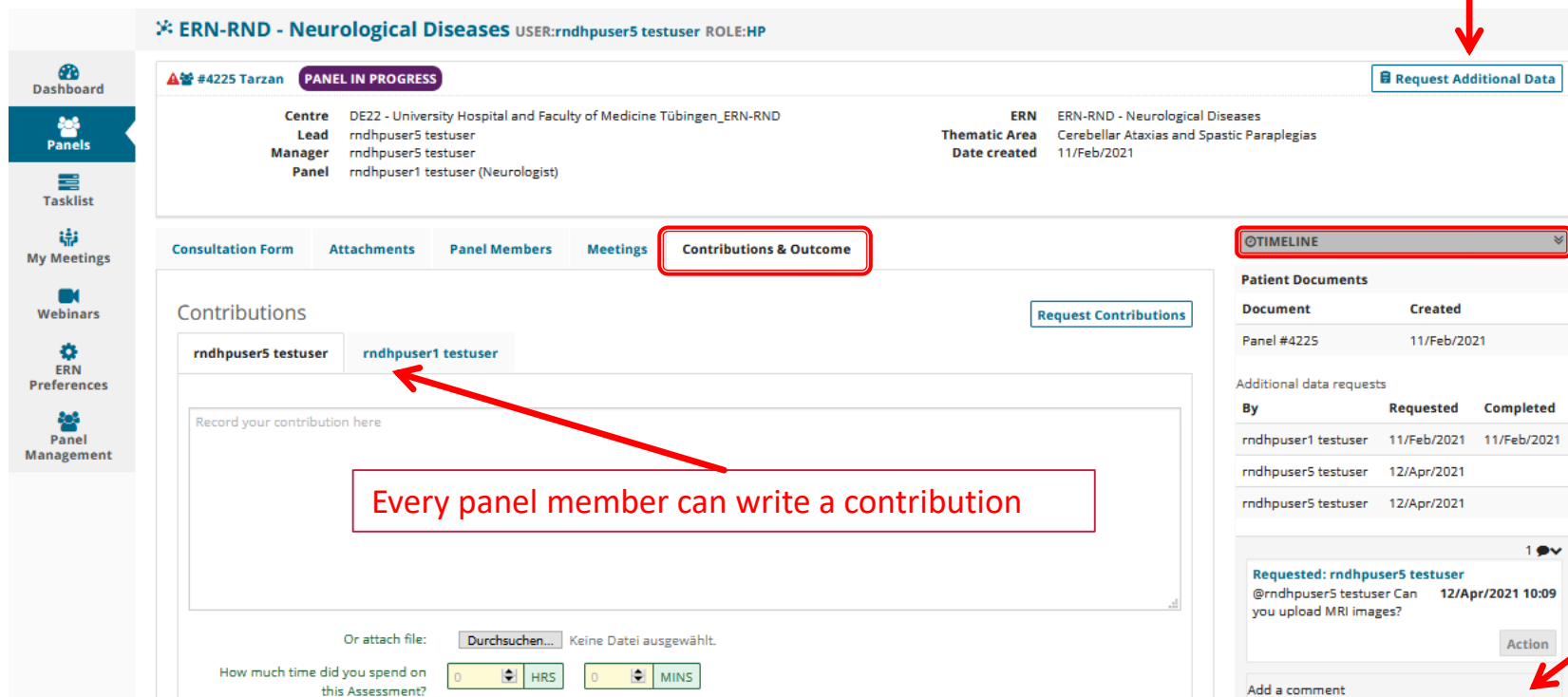
9. Interactions in the panel

23

Panel members can

- ❑ request additional data
- ❑ provide comments or ask questions in the timeline
- ❑ write contributions

Panel members can
'Request Additional Data'



ERN-RND - Neurological Diseases USER:rndhpuser5 testuser ROLE:HP

#4225 Tarzan **PANEL IN PROGRESS**

Centre Lead Manager Panel DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND
rndhpuser5 testuser
rndhpuser5 testuser
rndhpuser1 testuser (Neurologist)

ERN Thematic Area ERN-RND - Neurological Diseases
Date created Cerebellar Ataxias and Spastic Paraplegias
11/Feb/2021

Request Additional Data

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

Contributions

Record your contribution here

Or attach file: Durchsuchen... Keine Datei ausgewählt.

How much time did you spend on this Assessment? 0 HRS 0 MINS

Patient Documents

Document	Created
Panel #4225	11/Feb/2021

Additional data requests

By	Requested	Completed
rndhpuser1 testuser	11/Feb/2021	11/Feb/2021
rndhpuser5 testuser	12/Apr/2021	
rndhpuser5 testuser	12/Apr/2021	

Requested: rndhpuser5 testuser
@rndhpuser5 testuser Can you upload MRI images?
12/Apr/2021 10:09
Action

Add a comment

Chatting tool
integrated in
Timeline



10. Meetings

24

- **Highly recommended:** after informing the **ERN-RND helpdesk**, they will compose a panel and schedule a meeting for you.

In this case, you can **skip this section** of the guide entirely.

- Advice: If you entered **multiple panels** in CPMS, discuss all cases **in one meeting**

[Consultation Form](#) [Attachments](#) [Panel Members](#) [Meetings](#) [Contributions & Outcome](#)

Upcoming meetings

Scheduled meetings appear here.

Title	dfdf
When	12/Apr/2021 09:53 (Europe/Madrid)
Description	None
Status	Upcoming
Test video	Join Meeting

Once a meeting starts, you can select „join meeting“ here.

Title	[Case discussion #1](#)
When	15/Apr/2021 11:44 (Europe/Madrid)
Description	None
Status	Upcoming
Test video	[Starts in: 2 day\(s\)](#)

Click on Title to view details or modify a meeting you scheduled

[Schedule Meeting](#)

Start planning a meeting here



10a. Meetings – *Setting a date*

25

- Choose **Individual meeting** from the list if you already want to set a single, **fixed date** for the meeting
- Choose **proposed meeting** in order to propose several time slots to the panel members to find a suitable appointment

Schedule Meeting

Type of meeting*: ☐ Part of ERN recurring meeting
☐ Individual meeting
☐ Proposed meeting

☒ Individual meeting
☐ Proposed meeting

Title of meeting: Meeting #1

Description: Discussing Diagnosis

When: 21/Apr/2021 17 : 00 (Europe/Madrid)

Duration: 30 minutes

[Cancel](#) [Schedule Meeting](#)

☒ Proposed meeting

Title of meeting: Meeting #1

Description: Discussing diagnosis

Duration: 30 minutes

Proposed slots: WED 21 APR 09:00 THU 22 APR 17:00 [+](#)

[Cancel](#) [Schedule Meeting](#)



10b. Meetings – *Invite participants*

26

- **Invite** participants *via* the tab **‘Participants’**. You can invite other Health Professionals to join the meeting, including those who are not part of the panel.
- Invitees are notified via Email, they **must first accept/decline it** (s.ERN-Dashboard)

Meeting: Meeting #2

Date & Time **Participants** **Summary** **Test video** **Starts in: 9 day(s)** **Meeting comments**

Meeting participants

Name	Invited	Status
rndhpuser1 testuser	14/Apr/2021 07:28 (Europe/Madrid)	Host

Invite the members of your panel

Name	Invite
rnd coordinator	Invite
rndhpuser5 testuser	Invite
rndhpuser2 testuser	Invite

Invite the members of your ERN

Thematic Area: **Atypical parkinsonian syndromes: Genetic PD**

Available Healthcare Professionals	HCPs	Specialisation	Invite All
PREFERENCES, Test		Radiologist	Invite

Use these options as preparation for the meeting and/or for writing conclusions afterwards

Invite all your panel members

Can't find someone?
Try changing 'Thematic area' to **‘Entire ERN’**

Still cant find them?
Notify **ERN-RND Helpdesk** via Email.



10c. Meetings - *Joining a meeting*

27

- Once accepted, the invited meeting member can join the meeting *via* ERN-Dashboard (s. page 38): 'My Meetings' or by selecting the Meetings-tab when viewing the Panels

European Reference Networks | ERN | ERN-RND - Neurological Diseases

Centre **ERN** Map

ERN-RND - Neurological Diseases USER: rndhpuser1 testuser

My Meetings

Panel ID	Date	Nickname
#725	14/09/2018	yellow

Urgent Panels

There are no urgent panels.

My Panels

Panel ID	Date	Nickname
#355	28/12/2017	nick
#672	01/08/2018	Solve-RD on
#662	27/07/2018	grower

Contributing Panels

Nickname	Task
#657 cherry	Please review the data and provide your contribution
#657 cherry	If meeting "test" has finished please ensure meeti...
#657 cherry	Meeting "test" has been updated.
#662 grower	Please review the data that is provided for this Panel.
#355 nick	Please complete the Patient File for this Panel.
#704 Ball	Meeting "case discussion" has been updated.
#648 cherry	Please complete the Patient File for this Panel.
#725 yellow	You have been invited to join this panel. Please A...

My Meetings

When	Title
14/sep/2018 14:17 (Europe/Madrid)	Case discussion

Upcoming meetings

Title Case discussion #1
When 14/Apr/2021 09:00 (Europe/Berlin)
Description None
Status Upcoming
Test video

Join Meeting

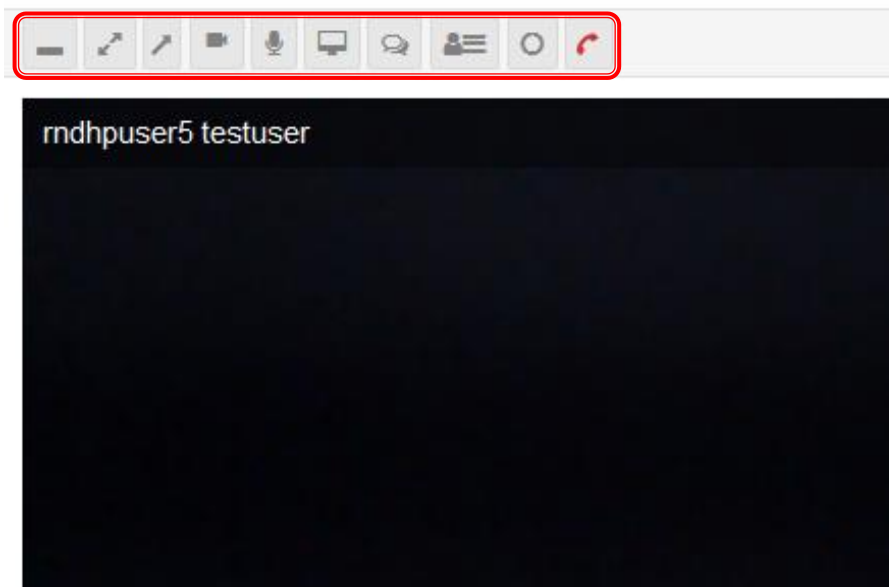
Click on the 'Join Meeting' button



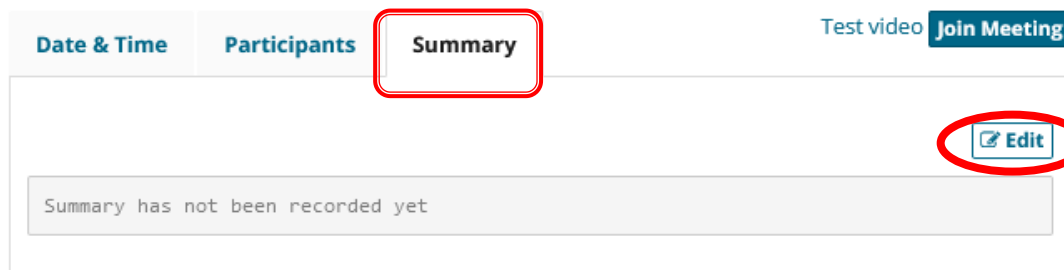
10d. Meetings - *In & after the meeting*

28

- **Attention:** The conferencing tool is sometimes blocked by hospital firewalls
- During the meeting you can:
 - Hide panel
 - Toggle full screen, camera, microphone
 - Share screen
 - Show chat and users
 - Start recording



Meeting: Case discussion #1



Please write a summary
once the meeting is over!



11a. Contributions & Outcome – *Contributions*

29

- ❑ **Panel members** can **write contributions** anytime. We recommend especially for those who cannot join a meeting to provide their advice here.
- ❑ If contributions of panel members are **provided in a meeting instead**, the **panel lead** should document these in '**outcome**'.

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

Contributions

rndhpuser5 testuser rndhpuser1 testuser rnd coordinator

Record your contribution here

1a. Write your contribution here...

Recorded: 11/Apr/2021

Or attach file: Keine Datei ausgewählt

How much time did you spend on this Assessment? HRS MINS

1b. ...or attach it as a document

2. Save your contribution

Request Contributions

Record Contribution

Notifies all members to contribute



11b. Contributions & Outcome – Outcome



Co-financed by the Connecting Europe Facility of the European Union

30

- ❑ **Panel** has to consider and decide an outcome (recommended: in a meeting)
- ❑ **Only Panel Lead** can (and has to) record the outcome
- ❑ **Other panel members** can view and comment on the draft. They **cannot** edit it.

Consultation Form

Attachments

Panel Members

Meetings

Contributions & Outcome

Outcome

No outcome drafted

1. Start recording outcome

Edit

Sign-off

Outcome

Et harumd dereud facilis est er expedit distinct. Nam libe soluta nobis eligent optio est congue nihil impedit doming id Lorem ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incidunt et labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse molestaie cillum. Tia non ob ea solquad incommo quae egen ium improb fugiend. Officia deserunt mollit anim id est laborum Et harumd dereud facilis est er expedit distinct. Nam liber te conscient to factor tum poen legum odioque civiuda et tam. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliqua is nostrud exercitation ullam mmodo consequat. Duis aute in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Member Tasklist	
Nickname	Task
#4308 nickname	Please review the draft Outcome for this Panel.

Did you find this panel useful?

Extremely Useful

How satisfied are you with the outcome of this panel?

Completely Satisfied

Cancel

Save

2. Save outcome

3. Other Members will be asked to review.



12a. Closing a panel- *Sign-off*

31

- ❑ **Panel Lead** confirms the outcome, and **signs it off**
- ❑ This means that the outcome **can no longer be edited**
- ❑ **Panel members** can export the outcome as pdf document for personal record or the Panel Lead can send it to the Point-of-Care specialist or the patient themselves

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

Outcome

Et harumd dereud facilis est er expedit distinct. Nam libe soluta nobis eligent optio est congue nihil impedit doming id Lorem ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incididunt et labore et dolore magna aliquam. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse molestaie cillum. Tia non ob ea soluad incommo quae egen ium improb fugiend. Officia deserunt mollit anim id est laborum Et harumd dereud facilis est er expedit distinct. Nam liber te conscient to factor tum poen legum odioque civiuda et tam. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequat. Duis aute in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

1. Proceed to Sign-off

Edit **Sign-off**

Sign-off Panel

You are about to Sign-off this Panel.

This is an irrevocable action.

Once this Panel is Signed-off, it will still be visible within the ERN list of Panels, however the data contained within it cannot be edited.

You can download the Outcome document from the Panel Banner.

To download the **Panel Outcome Document**, click the Outcome Document button at the top of this Panel Screen.

Don't forget to **Close the Panel** by clicking the Close button at the top of the Panel Banner.

2. Confirm

Cancel **Sign-off Panel**

✱ ERN-RND - Neurological Diseases USER:rndhpu5er5 testuser ROLE:HP

#4308 nickname **PANEL SIGNED OFF** Close Panel

Centre	DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND	ERN	ERN-RND - Neurological Diseases
Lead	rndhpu5er5 testuser	Thematic Area	Cerebellar Ataxias and Spastic Paraplegias
Panel	rndhpu5er1 testuser (Neurologist) rnd coordinator (Professor)	Date created	11/Apr/2021

Outcome Document

**3. Download
outcome (visible to
all panel members)**

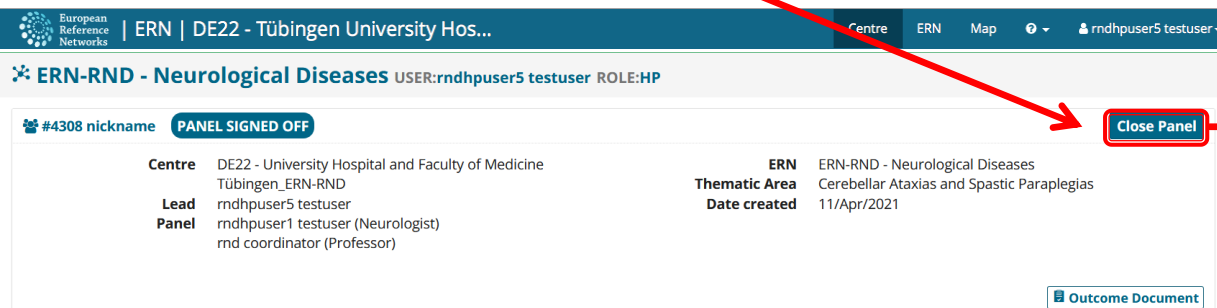


12b. Closing a Panel – *Close panel*

32

- ❑ After signing off, **immediately close the panel**
- ❑ **Closing panels** is important for maintenance of the CPMS
- ❑ The outcome document is still available for all panel members afterwards

1. Close button appears
in the Panel banner
after signing off



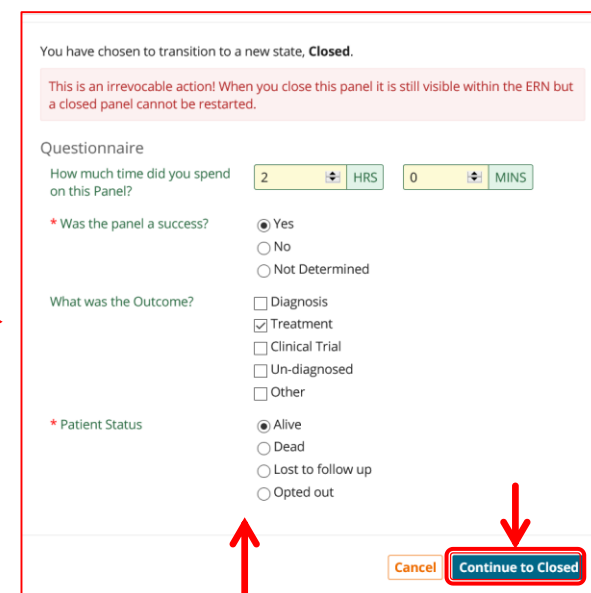
European Reference Networks | ERN | DE22 - Tübingen University Hos... Centre ERN Map rndhpuser5 testuser

ER-NRD - Neurological Diseases USER:rndhpuser5 testuser ROLE:HP

#4308 nickname PANEL SIGNED OFF

Centre	DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND rndhpuser5 testuser	ERN Thematic Area	ERN-RND - Neurological Diseases Cerebellar Ataxias and Spastic Paraplegias
Lead Panel	rndhpuser1 testuser (Neurologist) rnd coordinator (Professor)	Date created	11/Apr/2021

Outcome Document



You have chosen to transition to a new state, **Closed**.

This is an irrevocable action! When you close this panel it is still visible within the ERN but a closed panel cannot be restarted.

Questionnaire

How much time did you spend on this Panel? 2 HRS 0 MINS

* Was the panel a success? ☒ Yes ☐ No ☐ Not Determined

What was the Outcome? ☐ Diagnosis ☒ Treatment ☐ Clinical Trial ☐ Un-diagnosed ☐ Other

* Patient Status ☒ Alive ☐ Dead ☐ Lost to follow up ☐ Opted out

Cancel Continue to Closed

2. Fill out the
mandatory
questionnaire and
continue to closed



12c. Closing a Panel – *Archive Panel*

33

- The panel lead has the option to make the panel **available for research** (only available **if patient consent was given** and confirmed, see p.11)

✱ ERN-RND - Neurological Diseases USER:rndhpuser5 testuser ROLE:HP

#4308 nickname

PANEL CLOSED

Archive Panel

Centre DE22 - University Hospital and Faculty of Medicine
Tübingen_ERN-RND

Lead rndhpuser5 testuser

Panel rndhpuser1 testuser (Neurologist)
rnd coordinator (Professor)

ERN ERN-RND - Neurological Diseases
Thematic Area Cerebellar Ataxias and Spastic Paraplegias
Date created 11/Apr/2021

Make Data Available for ERN Databases/Registries

Outcome Document

This panel is now available for authorised researchers

OK



12d. Closing a panel – *Archive panel*

34

- If the panel has been archived, it can **only** be viewed from the ‘Centre’ application by **members of the centre** where the patient was enrolled and not from the ‘ERN’ application.
- We recommend not archiving to allow all ERN users to view the case

✱ ERN-RND - Neurological Diseases USER:rndhpuser5 testuser ROLE:HP

#4308 nickname

PANEL CLOSED

Archive Panel

Centre DE22 - University Hospital and Faculty of Medicine
Tübingen_ERN-RND
Lead rndhpuser5 testuser
Panel rndhpuser1 testuser (Neurologist)
rnd coordinator (Professor)

ERN ERN-RND - Neurological Diseases
Thematic Area Cerebellar Ataxias and Spastic Paraplegias
Date created 11/Apr/2021

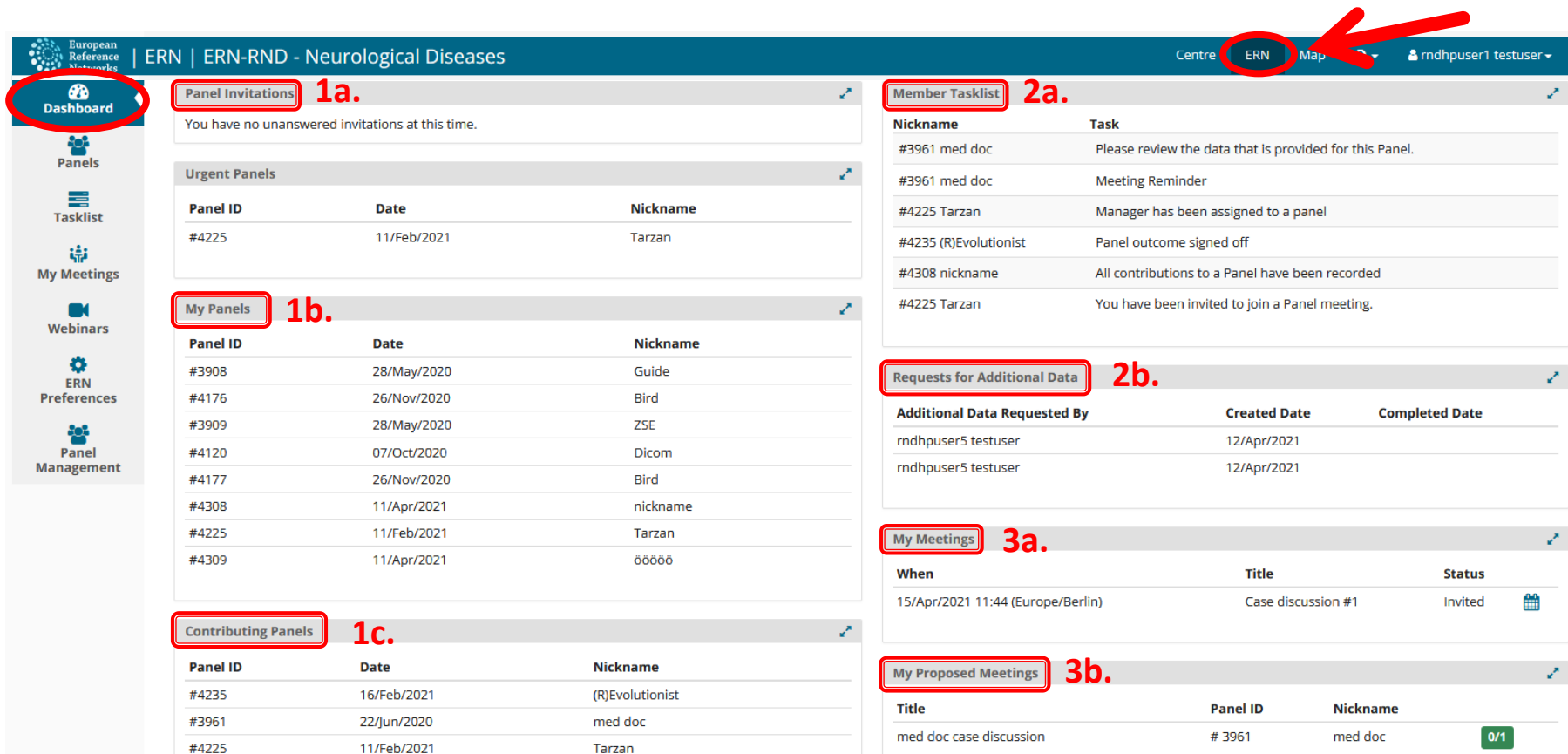
Outcome Document



II CPMS ERN Dashboard

35

- Contains an overview of all panels you were invited to (1a.), you are leading (1b.) and you are contributing to (1c.)
- See all the tasks associated with any panel or meeting you are participating in or leading (2a. and 2b.) and all meetings you are hosting or have been invited to (3a. and 3b.)



The screenshot displays the CPMS ERN Dashboard for a user named 'rndhpuser1 testuser'. The dashboard is organized into several sections, with red boxes and arrows highlighting specific features:

- Left Sidebar:** Contains navigation links for Dashboard, Panels, Tasklist, My Meetings, Webinars, ERN Preferences, and Panel Management. The **Dashboard** link is circled in red.
- Top Bar:** Shows the user's profile and a dropdown menu with options for Centre, ERN, and Map. The **ERN** option is circled in red, with a red arrow pointing to it.
- Panel Invitations (1a.):** A section titled 'Panel Invitations' with a sub-header '1a.'. It states 'You have no unanswered invitations at this time.' Below this is a table of 'Urgent Panels'.
- My Panels (1b.):** A section titled 'My Panels' with a sub-header '1b.'. It contains a table of panels the user is leading.
- Contributing Panels (1c.):** A section titled 'Contributing Panels' with a sub-header '1c.'. It contains a table of panels the user is contributing to.
- Member Tasklist (2a.):** A section titled 'Member Tasklist' with a sub-header '2a.'. It contains a table of tasks associated with the user's panels.
- Requests for Additional Data (2b.):** A section titled 'Requests for Additional Data' with a sub-header '2b.'. It contains a table of requests for additional data.
- My Meetings (3a.):** A section titled 'My Meetings' with a sub-header '3a.'. It contains a table of meetings the user is hosting or has been invited to.
- My Proposed Meetings (3b.):** A section titled 'My Proposed Meetings' with a sub-header '3b.'. It contains a table of proposed meetings.

Panel ID	Date	Nickname
#4225	11/Feb/2021	Tarzan

Panel ID	Date	Nickname
#3908	28/May/2020	Guide
#4176	26/Nov/2020	Bird
#3909	28/May/2020	ZSE
#4120	07/Oct/2020	Dicom
#4177	26/Nov/2020	Bird
#4308	11/Apr/2021	nickname
#4225	11/Feb/2021	Tarzan
#4309	11/Apr/2021	ööööö

Panel ID	Date	Nickname
#4235	16/Feb/2021	(R)Evolutionist
#3961	22/Jun/2020	med doc
#4225	11/Feb/2021	Tarzan

Nickname	Task
#3961 med doc	Please review the data that is provided for this Panel.
#3961 med doc	Meeting Reminder
#4225 Tarzan	Manager has been assigned to a panel
#4235 (R)Evolutionist	Panel outcome signed off
#4308 nickname	All contributions to a Panel have been recorded
#4225 Tarzan	You have been invited to join a Panel meeting.

Additional Data Requested By	Created Date	Completed Date
rndhpuser5 testuser	12/Apr/2021	
rndhpuser5 testuser	12/Apr/2021	

When	Title	Status
15/Apr/2021 11:44 (Europe/Berlin)	Case discussion #1	Invited

Title	Panel ID	Nickname
med doc case discussion	# 3961	med doc



CPMS ERN Dashboard – 1. ‘Panel’ View



36

- Here you can **view all the panel activities** including the **consultation request**, **attachments**, other **panel members**, **meetings** and **contributions & outcome**.
- Accept or refuse the invitation to a panel here.**

European Reference Networks

ERN | ERN-RND - Neurological Diseases

Centre **ERN** Map rndhpuser1 testuser

ERN-RND - Neurological Diseases USER:rndhpuser5 testuser ROLE:HP

#3815 Patient_01

PANEL IN PROGRESS

[Request Additional Data](#)

Centre Lead

ES09 - Hospital Universitari Vall d'Hebron_ERN-RND
rndhpuser1 testuser

ERN Thematic Area

ERN-RND - Neurological Diseases
Dystonias, paroxysmal disorders (nonepileptical ones) and Neurodegeneration with Brain Iron Accumulation

Date created

02/Apr/2020

You have been invited to join a Panel.

[Refuse](#) [Accept](#)

Consultation Form

Attachments

Panel Members

Meetings

Contributions & Outcome

Consultation Form

Recorded: 02/Apr/2020 12:59 (Europe/Berlin) by: rndhpuser1 testuser
Edited: 02/Apr/2020 13:10 (Europe/Berlin) by: rndhpuser1 testuser

[Download](#)

CONSULTATION REQUEST

* Nickname:

Patient_01

Is urgency required for this panel?

No

* Is this a repeat of a previous panel for the same patient but a different episode?

No

* Consultation request description:

Repetitive Dystonia

* Consultation request reason:

Diagnosis, Treatment

* Consultation request reason description:

Unknown

Healthcare provider:

ES09 - Hospital Universitari Vall d'Hebron

Point of care specialist:

Dr. Schlafnase

* ERN:

ERN-RND

* Panel lead:

rndhpuser1 testuser

* Primary thematic area:

Dystonias, paroxysmal disorders (nonepileptical ones) and Neurodegeneration with Brain Iron Accumulation

OTIMELINE

Patient Documents

Document	Created
Panel #3815	02/Apr/2020

2

Pending: rndhpuser1 testuser02/Apr/2020 13:10

Please attach MRI of the brain

[Action](#)

rndhpuser1 testuser

02/Apr/2020 13:11

not available Task marked as Pending

Panel Members

Member	Status	Actions
rndhpuser1 testuser	Lead	Invited: 02/Apr/2020
rnd coordinator	Invited	Invited: 14/Apr/2020



CPMS ERN Dashboard – 2. ‘Task List’ View



- Here you can see all the tasks associated with any panel or meeting you are participating in (e.g. Accept/Refuse a panel invitation, Accept/Refuse a meeting invitation, provide requested additional information on the patient)

European Reference Networks

ERN | ERN-RND - Neurological Diseases

Centre

ERN

Map

rndhpuser1 testuser

ERN-RND - Neurological Diseases

USER:rndhpuser5 testuser ROLE:HP

Tasklist

Search

Panel ID	Nick name	Created	Task
3961	med doc	22/Jun/2020	Please review the data that is provided for this Panel.
3961	med doc	10/Feb/2021	Meeting Reminder
4225	Tarzan	11/Feb/2021	Manager has been assigned to a panel
4235	(R)Evolutionist	16/Feb/2021	Panel outcome signed off
4308	nickname	11/Apr/2021	All contributions to a Panel have been recorded
4225	Tarzan	12/Apr/2021	You have been invited to join a Panel meeting.

Showing 1 to 6 of 6 entries

first

prev

next

last

10

Dashboard

Panels

2. Tasklist

My Meetings

Webinars

ERN Preferences

Panel Management



CPMS ERN Dashboard – 3. ‘My Meetings’ View



38

- Here you can see all meetings you are hosting or have been invited to

European Reference Networks

ERN | ERN-RND - Neurological Diseases

Centre **ERN** Map rndhpuser5 testuser

Dashboard

Panels

Tasklist

3. My Meetings

Webinars

ERN Preferences

ERN-RND - Neurological Diseases USER:rndhpuser5 testuser ROLE:HP

My Meetings

Upcoming Meetings Past Meetings

Code	Nickname	Title	When	Participants	My Status	Has Archive
3961	med doc	med doc case discussion		rndhpuser1 testuser (Invited), rndhpuser5 testuser (Host)	Host	
4225	Tarzan	Case discussion #1	15/Apr/2021 11:44 (Europe/Berlin)	rndhpuser1 testuser (Host), rndhpuser5 testuser (Invited), rnd guest (Invited)	Invited	

Showing 1 to 2 of 2 entries

first

prev

next

last

10

Meeting: Case discussion #1

Date & Time

Participants

Summary

Title of meeting: Case discussion #1

Description:

Meeting Status: Upcoming

Type of meeting: Individual meeting

Duration: minutes

When: 14/Apr/2021 09:00 (Europe/Berlin)
14/Apr/2021 07:00 (UTC)

Meeting Panel: Tarzan

Test video

Join Meeting

Edit

Meeting comments

Add a comment

By clicking on the meeting name you can view details, change the date or time, add comments, accept your invitation and invite others.

When the meeting is due, the „Join Meeting“ button appears

Date & Time

Participants

Summary

Test video

Join Meeting

Meeting participants

Name	Invited	Status
rndhpuser1 testuser	12/Apr/2021 11:44 (Europe/Berlin)	Host
rndhpuser5 testuser	12/Apr/2021 11:44 (Europe/Berlin)	Invited
rnd guest	12/Apr/2021 11:48 (Europe/Berlin)	Invited

Invite the members of your ERN

Thematic Area: Cerebellar Ataxias and Spastic Paraplegias

Available Healthcare Professionals: PREFERENCES, Test

HCPs: Radiologist

Specialisation: Radiologist

Invite All

Invite

Select 'Accept' from the list to join



CPMS ERN Dashboard – 4. ‘Preference’ View



39

- Here you can enter your preferences in any of the thematic areas listed

European Reference Networks

ERN | ERN-RND - Neurological Diseases

CentreERNMap

rdhpuser5 testuser

ERN-RND - Neurological Diseases

USER: rdhpuser5 testuser

Dashboard

Panels

Tasklist

My Meetings

Webinars

Preferences

4

My Preferences

My professional role: Surgeon

Thematic Area

I wish to participate

	<input type="checkbox"/> Select all
Atypical parkinsonian syndromes: Genetic PD, Multisystem Atrophy, Progressive Supranuclear Palsy, Corticobasal degeneration	<input type="checkbox"/>
Cerebellar Ataxias and Spastic Paraplegias	<input checked="" type="checkbox"/>
Choreas and Huntington's Disease	<input checked="" type="checkbox"/>
Dystonias, paroxysmal disorders (nonepileptical ones) and Neurodegeneration with Brain Iron Accumulation	<input type="checkbox"/>
Frontotemporal dementia	<input checked="" type="checkbox"/>
Leukodystrophies	<input checked="" type="checkbox"/>

Update My Preferences

4b.



Questions?

40

Still having questions about how to use CPMS?

Came across any issues?

Don't hesitate to contact us:



cpms-helpdesk_ern-rnd@med.uni-tuebingen.de