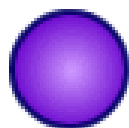**Photonet**
National Managed Clinical Network for Phototherapy in Scotland

Photonet
National Managed Clinical Network for Phototherapy & Photochemotherapy in Scotland

Photosys User Guide

Mhairi Gallacher, Programme Manager

Summary of Changes – December 2021

Please now use Microsoft Edge when accessing Photosys

<u>**Health Boards and Location Names**</u>

Location names have been updated with the correct Health Board aligned to them. The table below highlights Health Boards which are impacted by this. Users and patients have been allocated to the correct health board area.

Previous Board Description on Photosys	Correct/Updated NHS Health Board	Hospital Names* Correctly Formatted
Argyll and Clyde	GGC	Inverclyde Royal Infirmary
		Royal Alexandra Hospital
		Vale of Leven
	Highland	Campbeltown Hospital
		Mid Argyll Community Hospital
		Lorn & the Islands Hospital
Highlands	Highland	Lawson Memorial Hospital
		Raigmore Hospital
	Western Isles	Western Isles Hospital
Shetland	Orkney	Dounby Surgery
	Shetland	Gilbert Bain Hospital

Other Hospitals have had updates to names but will still be recognisable, e.g. "Dundee" is now "Ninewells"

Recent changes are highlighted in red text throughout the document and include:

<u>**Removal of Health Board Restrictions**</u>

As a user you are now able to see your patient's full treatment history regardless of where they were previously treated in Scotland. If a patient is new to your health board area but was treated elsewhere in Scotland they will be located by the search function and you will be able to add a new course of treatment to their record.

Due to the removal of these restrictions, users should ensure that the "centre referred to" in the registration update page *MUST* be the same as the "location" in the encounters details page (when entering a new course of treatment). (See Page 13)

A health board dropdown has been added to the Registration and Update Pages. **Please ensure the correct Health Board has been chosen.** (See Page 11)

To identify where treatments have taken place, a "Location" column has been added to the treatment summary sheet (See Page 12)

Changes to New Treatment Summary Pages (see page 12):

- Ability to Capture an **appropriate delay in treatment**. A new tick box has been added under 'finish date' called 'Appropriate delay in treatment' with free text underneath entitled 'reason for delay in treatment'.

- Painful Erythema. This has been amended to read "Painful Erythema (grade 3 or 4 only)".

- "Face Shield" is now a mandatory field.

- "Topical Therapies" – now mandatory to add Yes or No. If Yes, there is a free text section to add details of topicals therapies used.

- *ALL* fields within a treatment record can now be amended if required.

Skin Cancer Review (pages 17-19)

The skin cancer review section has been updated to better identify if and when patients have been offered and attended skin review.

There is also a new area within Photosys to identify (tag) patients who should be recalled for skin review who may not currently be captured through the annual audit lists made available to centres. Clinicians should consider tagging patients thought "at risk", for example prior ciclosporin, personal history of skin cancer.

There is also the function to highlight patients who have been identified for skin review who should no longer be recalled - either at their own or at their clinician's request.
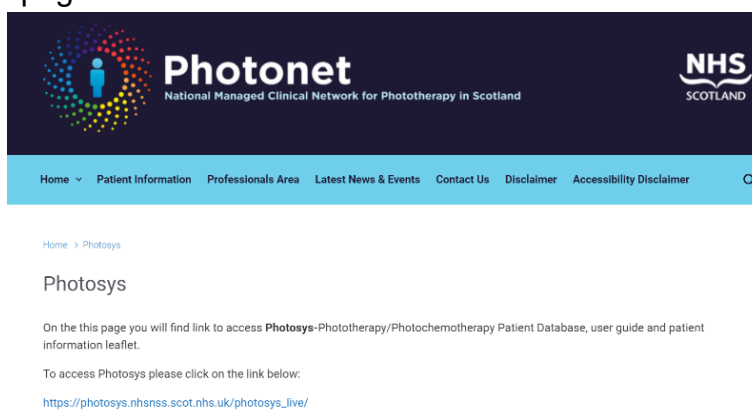
CONTENTS

1. ACCESSING PHOTOSYS

A username and password is required to access the site. This can be requested by emailing NSS.photonet@nhs.scot.

The link to the system is available on Photonet website (www.photonet.scot.nhs.uk), Professionals tab, press the button on left hand side: [Photosys] which will take you to Photosys page:

2. MAIN SCREEN

- Login by clicking **'Please login'** on the menu at the left hand side of the screen or by clicking on the '**Photosys**' icon.

- You will then be taken to a login screen, where you will be asked for your Name, Password and Group. Unless you work for National Services Scotland please select '**NHS Health Board'** as your group. Once you have entered the relevant information, click on '**submit'**.
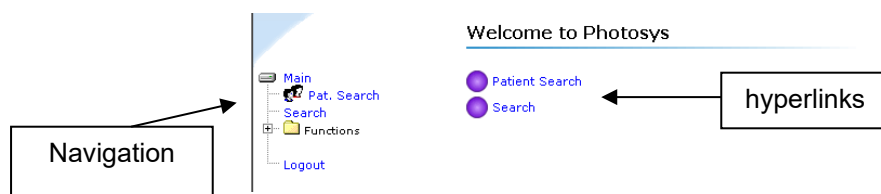
Once you have entered Photosys, please do not use the Back/Forward buttons on your browser. Doing so may result in you being thrown out of the system!

3.   WELCOME SCREEN

- You will be taken to the **'Photosys Welcome Screen'** where you are presented with two options: -

  - o   Patient Search
  - o   Search

- Select an option from the two hyperlinks or from the navigation menu at the left hand side of the screen. The Navigation Menu will be visible at all times and can be accessed to perform a variety of the tasks outlined throughout this guide.

4.   PATIENT SEARCH

- When you choose the '**Patient Search'** option the following screen will be displayed. To navigate through the fields on the screen, simply click the mouse in the field you wish to enter the information, or alternatively you can use the **TAB** key on your keyboard.

- Enter search criteria in the boxes provided – you can search on each or a combination of the following categories – CHI Number/Original Number, Surname, Forename, Date of Birth, Sex, Start of Address, PostCode. **The CHI number should be used as the main search criteria.**

- Please note that if a patient is new to your health board area but were previously treated elsewhere in Scotland they will now be located by the search function and you will be able to add a new course of treatment to their record.

- If you make a mistake, click on '**Clear'** to clear search criteria and begin a new search, otherwise click on '**Search Photonet'** to begin searching patient records.

5. SEARCH RESULTS

- Photosys will perform a search within the Photonet Database for all patients registered on the system across Scotland. If your search shows that the patient is **not** registered on the system, you will be given the option of Registering a New Patient.

a. REGISTERING A NEW PATIENT

- To register a new patient, click on the link shown below.

PLEASE NOTE THAT PHOTOSYS HAS CHI LINKAGE AND THE REQUIREMENTS TO ADD A NEW PATIENT TO THE SYSTEM ARE NOTED BELOW:

- You will be taken to a screen similar to the one shown below, where you will be required to input details for the new patient. Certain fields will be mandatory and are as follows:- Surname, Forename, DOB, Gender, Valid CHI No (e.g. dd/mm/yy/****).

Register a new patient

CHI number: _____

Date of Birth: _____

Address: _____
_____
_____

Postcode: _____
Home Phone: _____
Work Phone: _____

DETAILS

Surname: _____
Forename: _____
Gender: ⦿ Female ○ Male

PATIENT HISTORY

Occupation: _____   Skin Type: [▼]

RECALL FOR SKIN REVIEW

Recall patient for skin review (regardless of photonet standard criteria): [N/A ▼]

Reason for having or not having the patient attend an annual skin review: _____ 255 characters left.

GP DETAILS

Area: [Tayside ▼]
Practice: [Choose an Practice.... ▼]   GP: [Choose an Practice first.... ▼]

Doctor Code: _____   Practice Code: _____
Doctor:

Practice:

Phone Number: _____

PATIENT LOCATION

Area: [Tayside ▼]   Location: _____

[Submit]

STEP 1
Enter the following mandatory fields:
CHI number
==DOUBLE CHECK CHI DETAILS ARE CORRECT==
DOB
Surname
Forename
Gender
Location

The patient's phone numbers, occupation, GP and skin type can also be entered if known.

Note: The Recall for Skin Review area does not need to be updated when registering a new patient unless there is a clinical reason for adding this.

STEP 2: Click on Submit

Please Note: CHI LINKAGE: The remaining core demographic information will be updated through CHI linkage. This does not happen immediately and can take up to 5 minutes to be updated.

If you enter an invalid CHI Number, you will be presented with the following information box:

- If the details you have entered are incorrect, click on '**Reset'** to clear the form.

- When you have entered all the details click on '**Submit'**.

- Once you have submitted the information, you will be presented with the following Registration Form for the new patient. You should complete the form by selecting the relevant options from the drop down lists.

Please Note: The system has been updated to incorporate a link between *Diagnosis* and *Treatment*. This means that you **must** enter a Diagnosis, which will be shown when you later add a new treatment. If you do not enter a Diagnosis you will receive the following dialog box: -
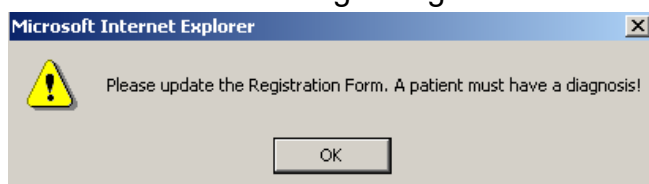
- If the details you have entered are incorrect, click on '**Reset'** to clear the form.
- When you have entered all the details click on '**Submit'**.

Please Note: CHI LINKAGE: Please check that the patient's core demographic information has been correctly added by checking the patient record once all the course of treatment has been entered.

b.   EXISTING PATIENTS

- If your search shows that the patient **is** registered on the system, the matching results will be displayed (similar to the screen below)

- The list of Matching Results contains details such as CHI Number, Surname, Forename, DOB, Address and Postcode. **Date of Death** is listed in the results line – this is a recent addition to Photosys.

- If the list of Matching Results contains the name of the patient you are looking for – click on the CHI number hyperlink to view more information (as shown below).

- If the list of Matching Results does **not** contain the name of the patient you are looking for try different search criteria or increasing the number of records returned.

- When you click on the CHI number hyperlink to continue, the following screen, showing the full details for the patient you have selected, will be displayed.

- If this is **not** the correct patient, click on the '**New Search'** hyperlink.

- If the correct patient details are displayed, click on the **'CHI number'** hyperlink to continue. You will notice that once you have selected a patient from the search, more options will appear on the main menu (illustrated below).
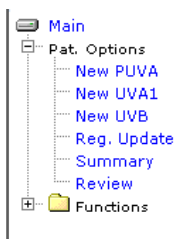
- Once you have clicked on the Patient CHI Number, a Registration Update Form (as opposed to the Registration Form that is displayed for a new patient) will be displayed, similar to the one below, where patient details can be viewed or updated.

- You will also notice that the Main Menu at the left hand side has expanded to reveal further options. These hyperlinks can be used to perform tasks such as adding new treatments, viewing summary information and adding review details (See section Add New Treatments, for details).

Main Menu

NEW: A Centre Referred Area: (Health Board) dropdown has been added to the Registration Update Form. *Please ensure the correct Health Board and centre of referral has been*

- Enter the relevant information in the fields.

- If the details you have entered are incorrect, click on '**Reset'** to clear the form.

- When you have entered all the details click on '**Submit'**.

6. SUMMARY SHEET

- When you click on '**Submit**' for both new and existing patients, a Summary Sheet will be displayed (similar to the screen shown below).

Main Menu

Print Page

New Location Column

Summary Sheet

CHI NUMBER:	3110925001	NAME:	MELISSA TESTTWELVE

		Total Treatments:	
PHOTOTHERAPY (UVB)		Total Treatments:	32 (32 Whole Body, 0 Localised)
PHOTOCHEMOTHERAPY (PUVA)		Total Treatments:	5 (0 Whole Body, 5 Localised)
PHOTOTHERAPY (UVA1)		Total Treatments:	0 (0 Whole Body, 0 Localised)
SKIN TYPE:	3	OCCUPATION:	
CENTRE REFERRED TO:	Stobhill Hospital Greater Glasgow & Clyde		
DIAGNOSES:	Psoriasis		
GENERAL RISKS:			
SKIN CANCER RISK FACTORS:			

PHOTOTHERAPY (UVB)

	Location	Treatment Area + Freq		Start	Finish	TOTAL DOSE (J/cm²) Narrow Band TL/01	Face Shield	No. of trmts	Result/Adverse effects
1	West Glasgow Ambulatory Care Hospital	WB	3x	25/06/2019	12/08/2019	11.55		20	Cleared
2	Arbroath Infirmary	WB	2x	01/01/2021	31/03/2021	2.233 R	F	12	Minimal Improvement

New UVB Treatment

PHOTOCHEMOTHERAPY (PUVA)

	Location	Treatment Area + Freq		Start	Finish	8-MOP	5-MOP	BATH	TOTAL DOSE (J/cm²) Localised Topical Soaks	Face Shield	No. of trmts	Result/Adverse effects
1	Queen Elizabeth University Hospital	F	3x	02/02/2021	30/04/2021	0	0	0	2.333 R	F	5	Did Not Complete Course (DNA) E (L)

New PUVA treatment

DATE LAST SEEN:	01/01/2020

FORM 3 - PUVA/UVA1/UVB SUMMARY

- To print a copy of the Summary Sheet, click on the '**PDF'** button at the top of the screen.

- Remember you can return to previous screens by clicking on the relevant link on the Main Menu (as illustrated above).

7. ADDING NEW TREATMENTS

- From the '**Patient Options'** section within the main menu, you have the option of adding new treatments e.g.

  o New PUVA
  o New UVA1
  o New UVB

- To add a new treatment, click on one of the hyperlinks from the menu at the left hand side of the screen. For example to add a New UVB, click on the hyperlink and you will be presented with the following screen: -

Recent changes are highlighted in Red Text Below:

New end of treatment summary (UVB)

TAYSIDE

Main
Pat. Options
— New PUVA
— New UVA1
— New UVB
— Reg. Update
— Summary
— Skin Cancer Review
— Letters
Functions

Name: TESTTWELVE, MELISSA
Age: 29
CHI: 3110925001

Field	Value
Referring Centre:	Ninewells Hospital Tayside
Area:	Tayside
Location:	Ninewells Hospital Tayside
Treatment area:	
Treatment administered:	Retinoids ☐
Treatment Frequency:	weekly
Referring dermatologist:	
Start Date:	
Finish Date:	
Appropriate delay in treatment:	☑
Reason for delay in treatment:	255 characters left.
MED:	Equal to
Total Dose (J/cm²):	
Narrow Band TL/01:	
Total Dose Unknown:	☐
Number of treatments:	
Condition treated:	☐ Psoriasis ☐ Atopic Eczema

Result / Adverse Effects:
1:
2.
3.
Painful Erythema (grade 3 or 4 only): No
Consent Given: Yes
Face Shield:
Referral Date:
Urgent Referral: ☐ Yes

Action on Discharge

Discharge to GP: ○
Review by Referring Clinician: ○
Open Appointment Given: ○
Advised to use Topical Therapy: No
Standard Letter Required: ☐

[Add UVB Summary]   [Reset]

Callout notes (red text):

Ensure all details are correct. If the Referring Centre isn't correct, this can be updated in the Reg Update Tab.

New: If treatment was delayed, either at clinician or patient request, please add reasons in free text area.

Condition Treated – it is now **mandatory** to select the main condition being treated only
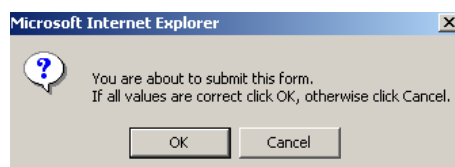
Record Grade 3 or 4 erythema only.

"Face Shield" is now a mandatory field and **should be selected as Yes if used for more than half the course of treatment.**

Topical Therapies – now **mandatory** to add Yes or No. If Yes, there is a free text section to add details of topical therapies used.

- Complete the form by filling in the relevant fields and if you make a mistake and wish to clear the form, simply click on '**Reset'**.

  Please Note: - The 'Condition Treated' fields are picked up from the Diagnosis that you enter on the Registration Form.

- If you are satisfied with the information entered, click on **'Add PUVA Summary'**. The following screen will be shown and you should click "**ok**" to confirm your entry, otherwise click "**cancel**".

Microsoft Internet Explorer

? You are about to submit this form.
If all values are correct click OK, otherwise click Cancel.

[OK]   [Cancel]

- Follow the same procedure for adding New UVA1, New PUVA.
- **Please note:** if a patient has **had more than one area of the body** treated at the same time, for example, the PUVA whole-body and PUVA hands, then **only the whole-body** details should be entered.

  We can add 'hands also' in the free text field after the outcome field in this treatment course. This will ensure it is highlighted in the Summary sheet.

  Do not enter **the details for the hands as another treatment course** as this will result in a doubling up of the data.

a. ADD NEW TREATMENTS (SUMMARY SHEET)

- As well as adding new treatments from the main menu, you can add new treatments from the Summary Sheet by clicking on the blue hyperlink at the end of each summary. This will take you to the Add New Treatments screen as illustrated in Section 8 – Add New Treatments.

8. VIEW TREATMENT DETAILS

- To view the complete record for each treatment area, click on the relevant number at the left hand side of the Summary Sheet (illustrated above).

- Once you have clicked on any of the numbers illustrated at the top of the previous screen, you will be taken to a screen similar to the one shown below.

PUVA	UVA1	UVB
1 2 3 4	1	No UVB treatments

Encounter Details

Treatment area:	Exposed sites only
Treatment administered:	oral PUVA (8-MOP)
Treatment Frequency:	2x
Referring dermatologist:	
Start Date:	10/10/2005
Finish Date:	15/05/2004
MPD:	
Total Dose (J/cm²)	
8-MOP:	0
5-MOP:	0
BATH:	0
Localised Topical Soaks:	0
Number of treatments:	
Condition treated:	Psoriasis
Result / Adverse Effects:	
1.	
2.	
3.	
Painful Erythema:	No
Consent Given:	Yes
Urgent Referral:	No

Update this record

Delete this record

a. VIEW / AMEND RECORDS

- To view the complete record for each encounter, click on the relevant number at the top of the screen. You will see that each of the treatments are listed e.g. PUVA, UVA1, UVB.

- Each of these records can be amended by clicking on the hyperlinks situated at the bottom of the screen.

- To return to any of the previous screens, click on the menu at the left hand side of the screen (as shown below).
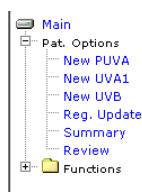
- Once the **'Update this record'** hyperlink has been activated you will be taken to a screen similar to the one shown below where you can amend the details. If you wish to clear the form at any time, click on the '**Reset'** button and your new entries will be erased. Otherwise, amend the relevant fields within the form and click on the 'Update Details' button.

b. DELETE RECORDS

- If you choose to delete the record and click on the '**Delete'** button, you will be presented with a confirmation screen similar to the one below.

- You will be asked if you are sure you want to delete the selected record. If yes, click on the '**Delete Course'** button, otherwise click the '**Cancel'** button and you will be returned to the previous screen.

9. SKIN CANCER REVIEW HISTORY

Please note the way skin review data is entered has been updated.

- To review the history for a patient, click on the '**Skin Cancer Review'** hyperlink on the menu at the left hand side of the screen and you will be taken to a screen similar to the one below.

Add New Details Hyperlink

a. ADD REVIEW DETAILS

- You will see that there is an option to Add New Review Details. To do this, click on the '**Add new Review details'** hyperlink and another screen will be shown as below.

Add Review Details

Reset

- If a tumour has been removed in the Last 12 Month, chose Yes and another section will be shown as below:

Tumour Removed in Last 12 Months:	Yes

If tumour removed, select yes and fill in below details

Left:

Site	Type	Number
Head		
Face		
Shoulders		
U Back		
Chest		
L Back		
Arms		
Hands		
Upper Legs		
Lower Legs		
Abdomen		

Right:

Site	Type	Number
Head		
Face		
Shoulders		
U Back		
Chest		
L Back		
Arms		
Hands		
Upper Legs		
Lower Legs		
Abdomen		

Further UV Since Last Seen: No   Systemic Treatment: No

- If a review is deemed unnecessary, follow these steps:

New Review Details

Patient offered review appointment: No   ← Change dropdown to say "No"

Reason for NOT offering review appointment: 255 characters left.

Enter Reason for no review, then add review details

Add Review Details   Reset

- As before, fill out the form and click on '**Add Review details'.** Click on **'Reset'** at any time to clear the form.

10. ANNUAL SKIN SURVEILLANCE - ADDING OR WITHDRAWING PATIENTS

Identify (tag) patients who should be recalled for skin review who may not currently be captured through the skin audit lists distributed annually to centres.   There is also the function to highlight patients who have been identified for skin review who should no longer be recalled either at their own or at their clinician's request.

- To add or withdraw a patient, click on the 'Update Information' hyperlink when searching for a patient record:

You have chosen the following patient:

Continuing past this point will be logged.

CHI number:	3110925001
SURNAME:	TESTTWELVE
FORENAME:	MELISSA
DATE OF BIRTH:	31 October 1992
DATE OF DEATH:	
AGE:	29
ADDRESS:	44 TRYST RDV
	STENHOUSEMUIR
POSTCODE:	FK054HA
GPREF:	Johnston, Graham (74080)
PRACTICE:	Alyth Health Centre (10125)

New Search.   Update Information.

Click on Update Information to take you to the Update Patient Demographics Page.

Update Patient Demographics

DETAILS	
CHI number: 3110925001	Surname: TESTTWELVE
	Forename: MELISSA
Date of Birth: 31/10/1992	Gender: ● Female ○ Male
Address: 44 TRYST RDV	
STENHOUSEMUIR	
LARBERT	
Postcode: FK054HA	
Home Phone:	
Work Phone:	Extension:

PATIENT HISTORY

Occupation: Skin Type: 1 ∨

RECALL FOR SKIN REVIEW

Recall patient for skin review (regardless of photonet standard criteria): Yes ∨

Reason for having or not having the patient attend an annual skin review: 255 characters left.

Choose "Yes" or "No" and add reason for having or not having patient attend an annual skin review.

GP DETAILS

Area: Choose an Area   ∨
Practice: Choose an Area first....   ∨   GP: Choose an Area first....   ∨

Doctor Code: 74080   Practice Code: 10125
Doctor: Graham
               Johnston

- Remember to Click **SUBMIT** at the bottom of the form.

11. GENERATING & PRINTING LETTERS

Discharge letters can be requested when entering a course of treatment. To do this, check the '**Standard Letter Required'** button prior to choosing the Add UVB Summary.

You will be taken to a screen similar to the one below.   The letter can be amended as required prior to clicking the "Save" button.

50 Netheron Street
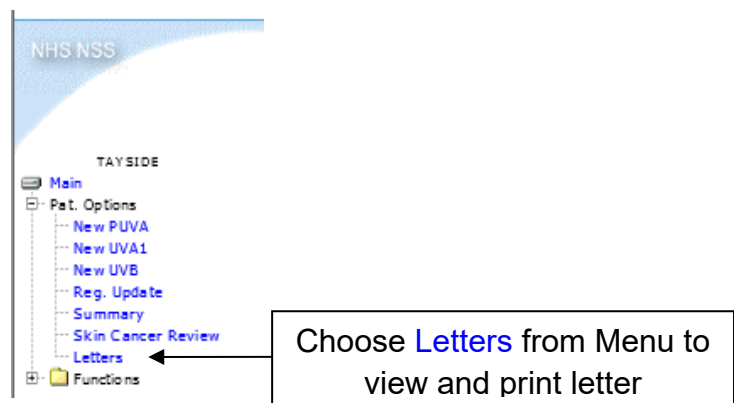Wishaw
ML2 0DP

22 Jul 2021

Dr

Dear Dr
Ref: Thorburn Test, 1401945007
Your patient Thorburn Test attended for a course of Phototherapy for Psoriasis.

She received 16 treatments resulting in moderate clearance.

She has been given an appointment to be reviewed at the clinic in 4 months.

Yours sincerely

Damien Kilgallon

Choose
Save Button

You will then be taken back to the Summary Page where you can view and print the letter by choosing "Letters" from the menu at the left hand side of the screen.


Choose Letters from Menu to view and print letter

You will be taken to a screen similar to the one below.

Treatment Letters

Date/Time Printed	Treatment Type/Record No	Record Status	Lead Nurse		
14/10/2019 14:36	UVB-25868			View Letter	PDF
11/10/2019 09:59	UVB-25867			View Letter	PDF
09/10/2019 14:24	UVB-25866			View Letter	PDF

View letter option

Print letter by choosing PDF hyperlink

12. LOGOUT

To logout from the system, click on the 'Logout' hyperlink situated on the menu at the left hand side of the screen.
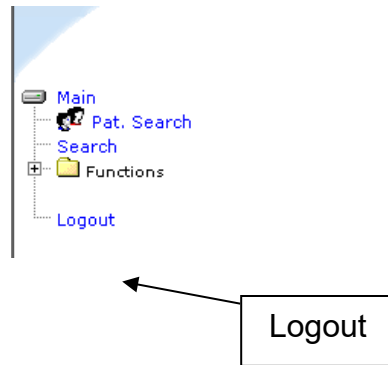
13. FORGOTTEN PASSWORDS

If you have forgotten your Photosys password, please use the following link to reset it: Photosys password reset link.

Should you have further issues, please contact NHS NSS Helpdesk directly on: nss.csd@nhs.scot or 0131 275 7777.