![The Royal College of Pathologists — Pathology: the science behind the cure]

Electronic skin cancer reporting tool

User guide

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Contents

Introduction

Overview

This user guide provides a step-by-step guide for histopathologists on how to use the Electronic Skin Cancer Reporting Tool.

The reporting tool is a simple system for reporting basal cell carcinomas (BCCs), squamous cell carcinomas (SCCs), malignant melanomas (MMs) and other non-neoplastic skin entities. The tool includes all the data items in The Royal College of Pathologists' (RCPath) cancer dataset and the national Cancer Outcomes and Services Dataset (COSD) for each tumour type.

A video overview is available at http://youtube/HHcGLDg8KWg or by searching for 'Skin cancer reporting tool' in YouTube.

How it works

The tool operates within a Microsoft Word document and includes a digital signature to enable usage on any NHS computer and to prevent unauthorised tampering with the tool.

All dataset items are simply presented and there is provision for a maximum of ten specimens. The tool automatically generates a synoptic pathology report, SNOMED codes and pathological risk status, and assists with staging each case. Following completion of the form, the text summary of all the core data can be 'copied and pasted' into the micro section of your routine pathology report.

The case can be signed out as usual.

Benefits

As well as making it easier to collect the RCPath and COSD dataset items, the reporting tool also provides features to ensure data quality and minimise errors. The final report that is generated can be electronically read by systems at the National Cancer Registration Service in England and the relevant data items are automatically extracted by the cancer registry.
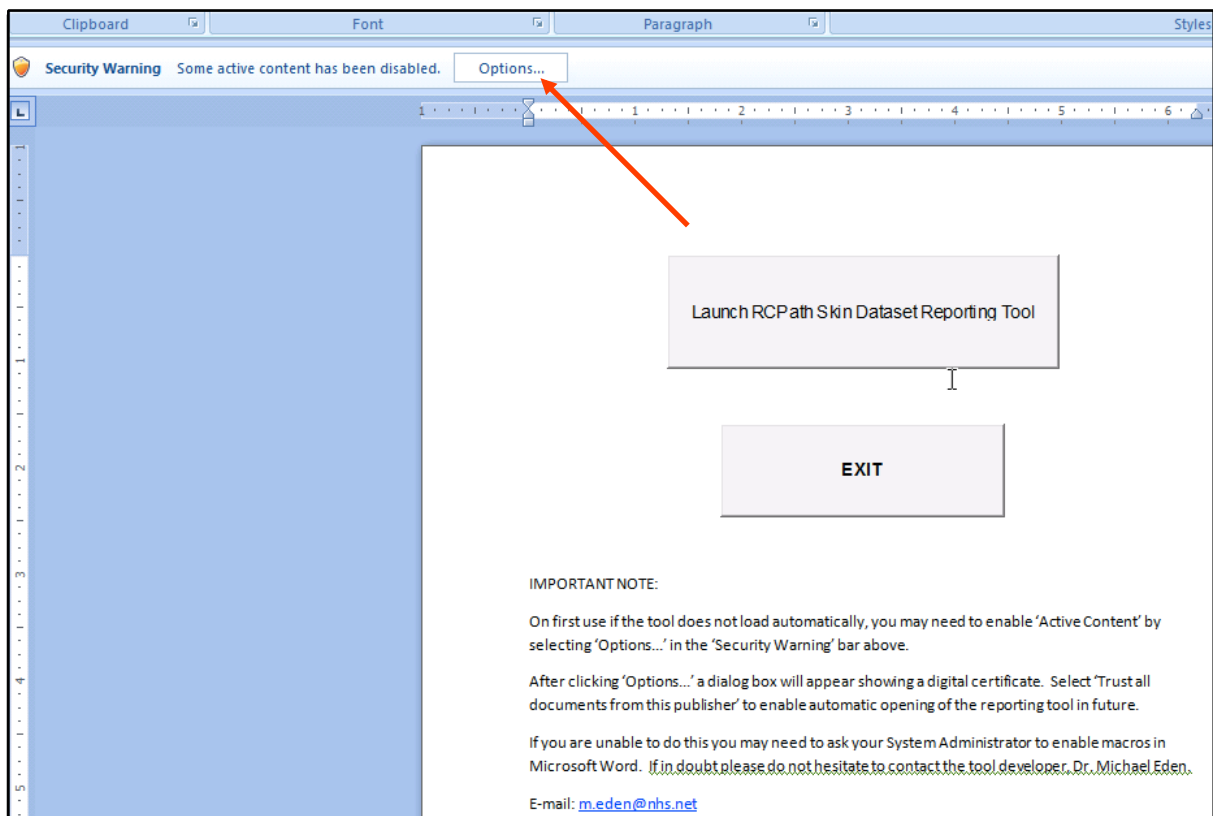
Getting started

Starting the tool

After you have downloaded the tool to your computer, double click on the downloaded file to open it in Microsoft Word.
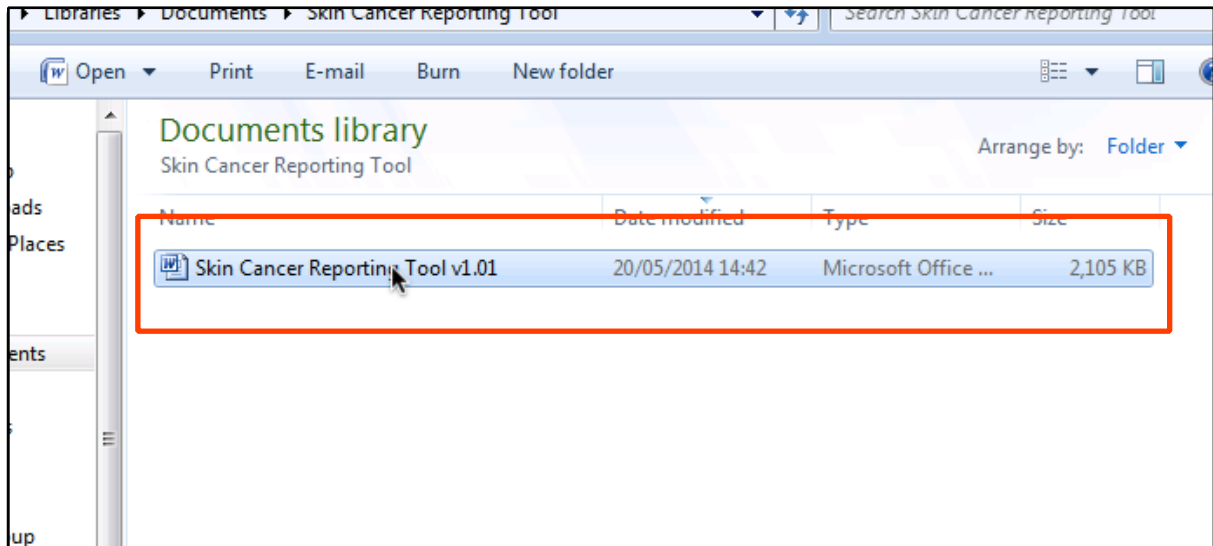

If, on first loading the tool, you are presented with a screen showing a 'Security warning' as seen in the screenshot below, click the [Options] button and read on. If not, please skip to the next section.

You will be presented with a 'Security Alert' pop-up window displaying an electronic certificate. Select 'Trust all documents from this publisher' and click [OK] to prevent this pop-up appearing when opening the reporting tool in future.
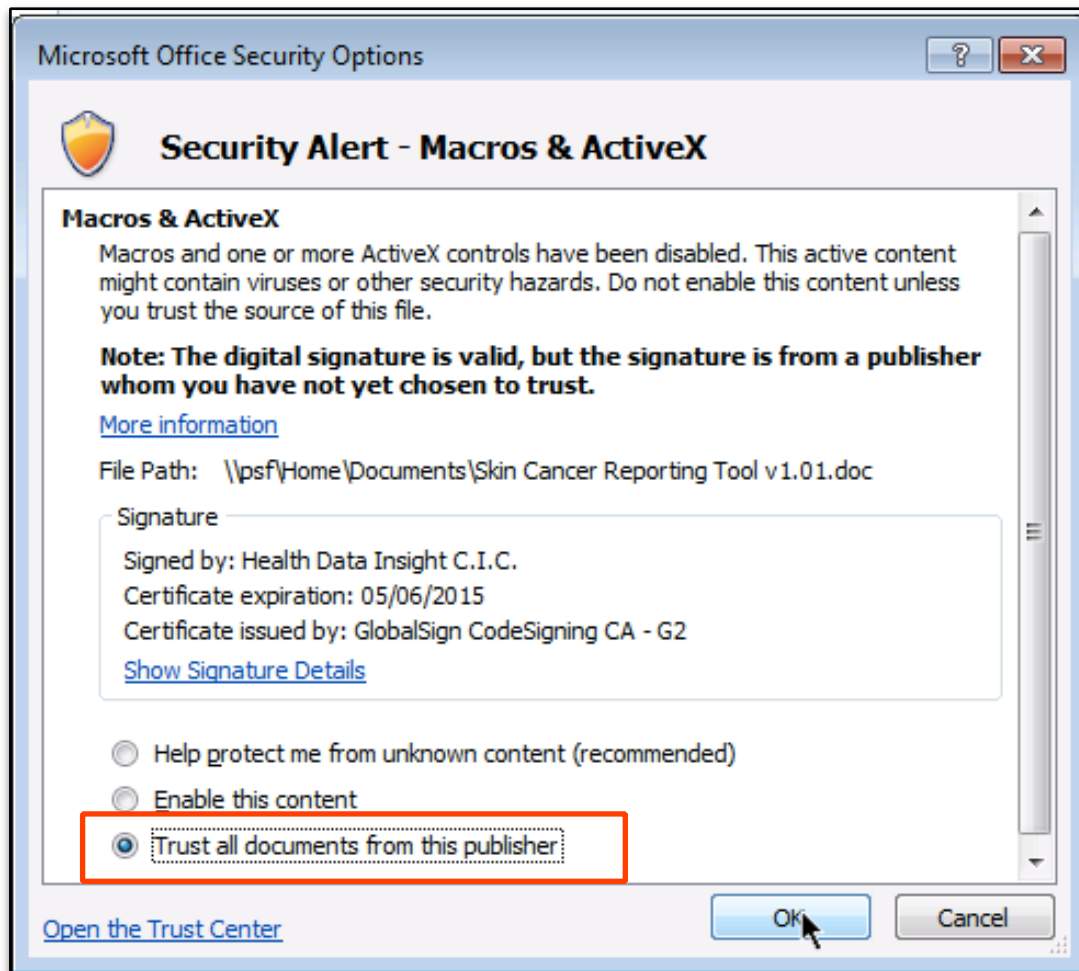
A 'Limited liabilities' notice will then be displayed. Click [OK] when ready to proceed. If the notice does not appear, click the [Launch RCPath Skin Dataset Reporting Tool].
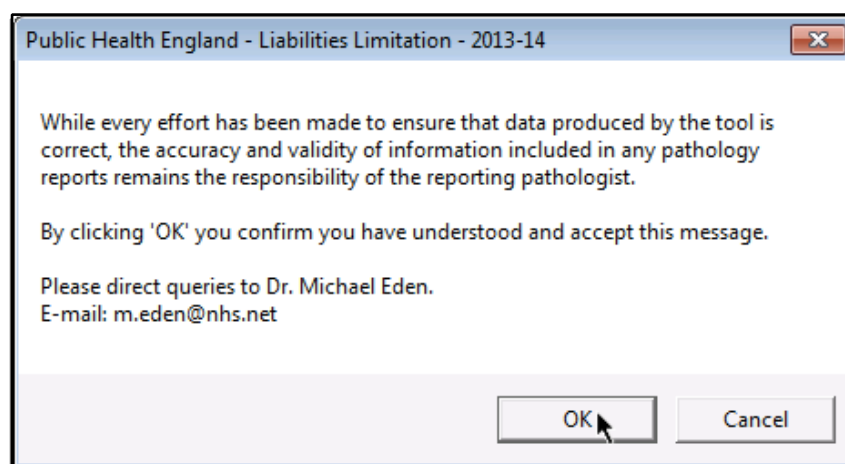
Overview of the tool

An annotated overview of the reporting tool is shown below.

Copy final report for pasting into pathology system

Reset a copied final report to enable amendments to the report

Entry for laboratory/case

Start a new case (resets the entire form)
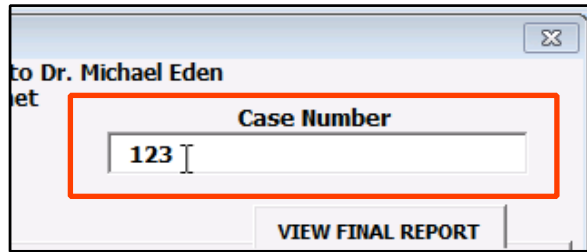
Toggle labelling specimens with letters

Add further specimens (up to a maximum of 10)

View final summary report
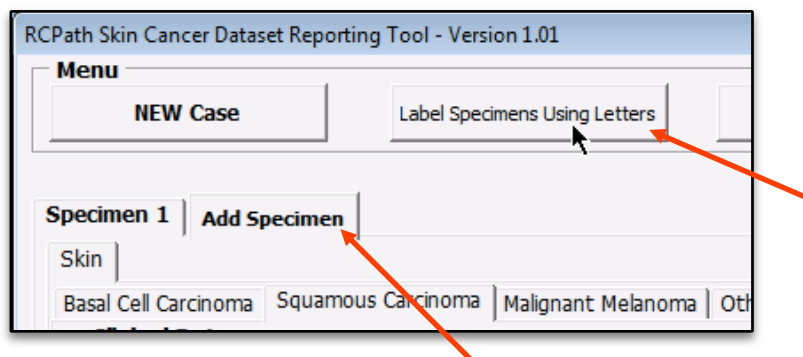
Using the reporting tool

Laboratory/case number

The laboratory/case number is a mandatory field, which is entered into the text box in the top-right corner of the reporting form.
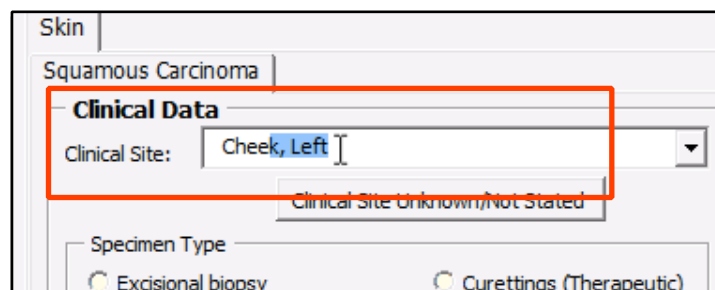

Specimen number

There are selectable tabs to select which specimen is being reported. Clicking the [Add specimen] button will add a specimen (up to a maximum of 10). Clicking the [Label Specimens Using Letters] toggle button toggles between labelling specimens using numbers or letters.
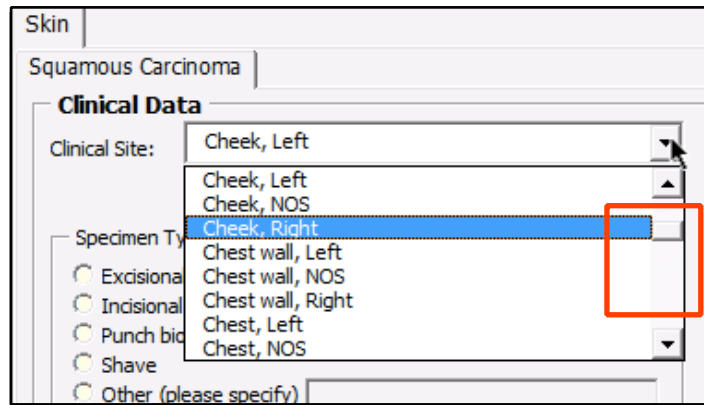

Clinical site

The 'Clinical site' box will accept typed text and make an automatic suggestion from a pre-defined list of clinical sites based on what you type.
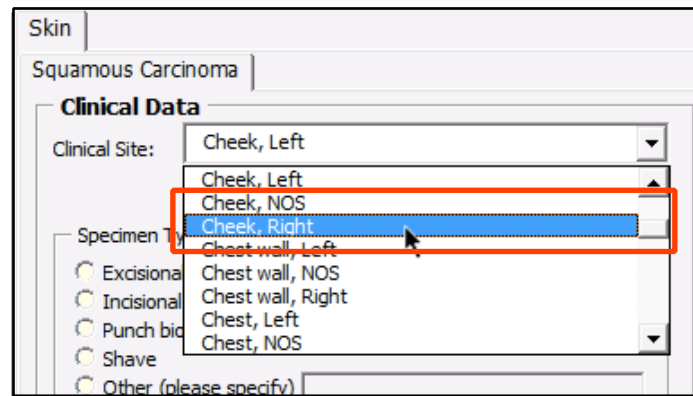
Should you be unable to find the clinical site you are looking for, you can also display a drop-down list of clinical sites, listed in ascending alphabetic order.
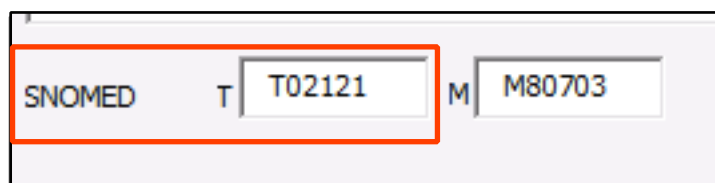

The clinical site can then be selected from the drop-down list.

Selecting a clinical site will automatically generate a topographical SNOMED code, shown in the bottom-right corner of the form.
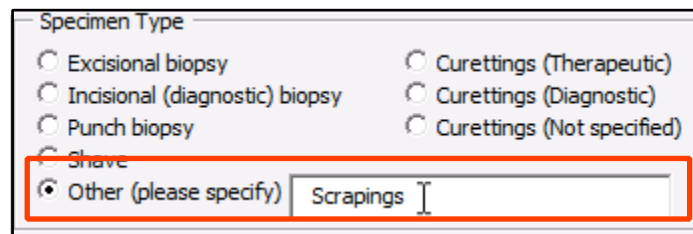
Specimen type
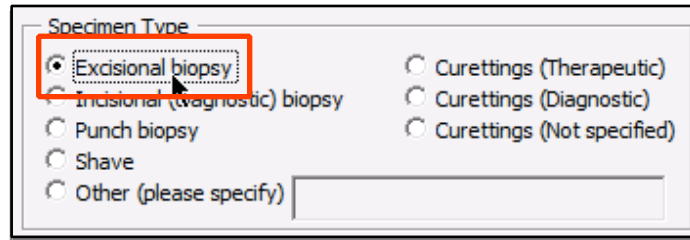
Specimen type can be selected from the list of possible options available.
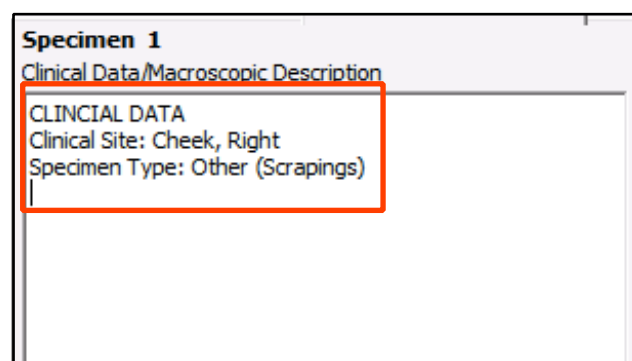
If selecting [Other] as the specimen type, the adjacent text box will become active and the specimen type can be specified by typing into this box.
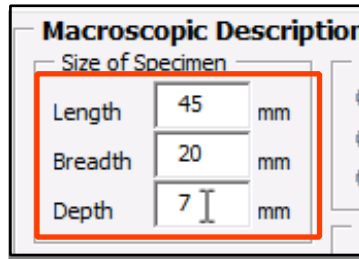
The report will automatically update to reflect the changes made in the form.
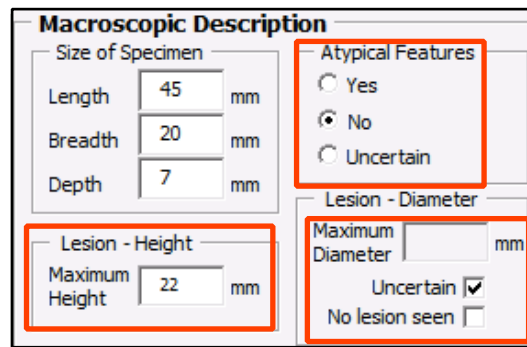
Macroscopic description

The size of the specimen (length, breadth, depth) can be entered in the relevant text boxes.

Items relating to a potential lesion can be entered in the relevant text boxes and tick boxes.

If non-numerical characters (i.e. any characters that are not numbers) are entered into the text boxes for macroscopic descriptions, a pop-up message is displayed alerting and preventing the user from entering invalid information. The pop-up box can be dismissed by clicking the [OK] button.
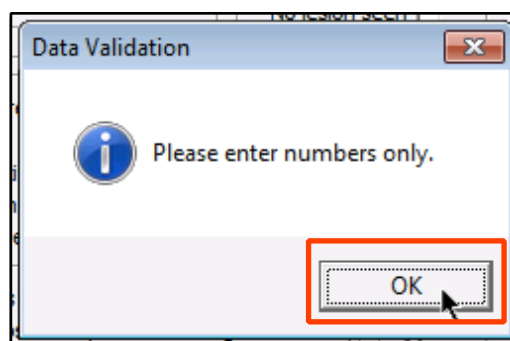
Microscopic description

Histological subtype

Histological subtype(s) can be selected using checkboxes (BCC), or a combination of radio buttons and drop-down boxes (SCC, melanoma).

Basal cell carcinoma

Melanoma

Squamous cell carcinoma
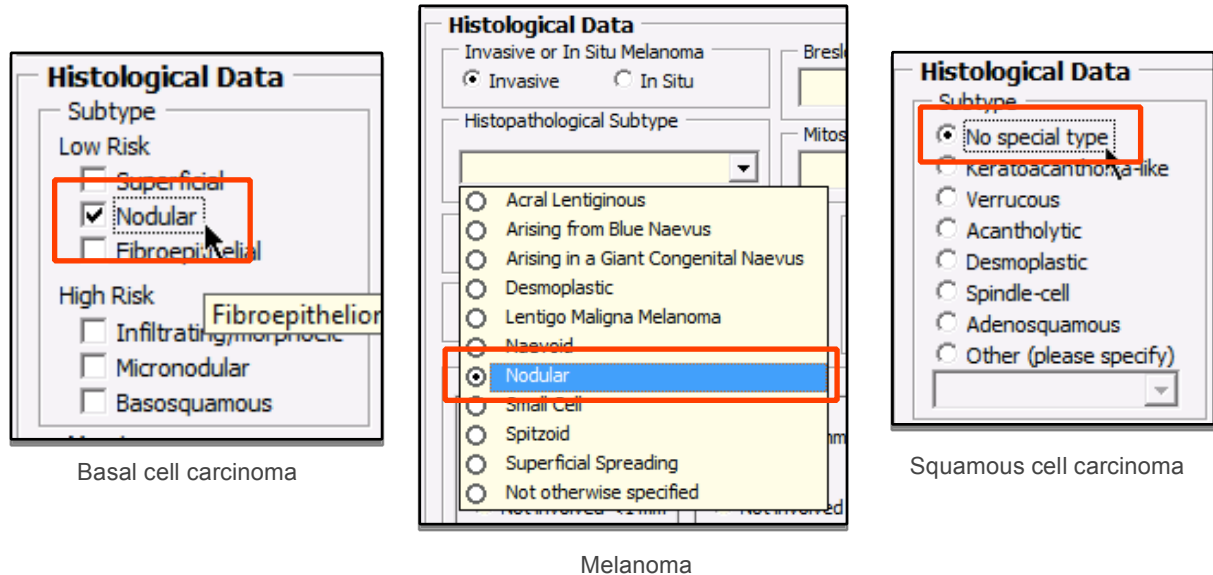
Perineural and lymphovascular invasion

The status of perineural and lymphovascular invasion can be selected using the relevant radio buttons. Please note that for basal cell carcinoma, lymphovascular invasion is only selectable when the tumour subtype is 'Basosquamous'.
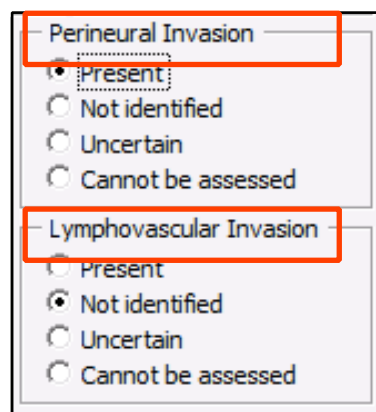
Peripheral and deep margins

The status of the peripheral and deep margins can be selected using the radio buttons in the relevant sections.

Should you need to record exact measurements for the margins, click the text box in the relevant section and enter a value. This can be done even if you have already selected a category option, as in the screenshot above.
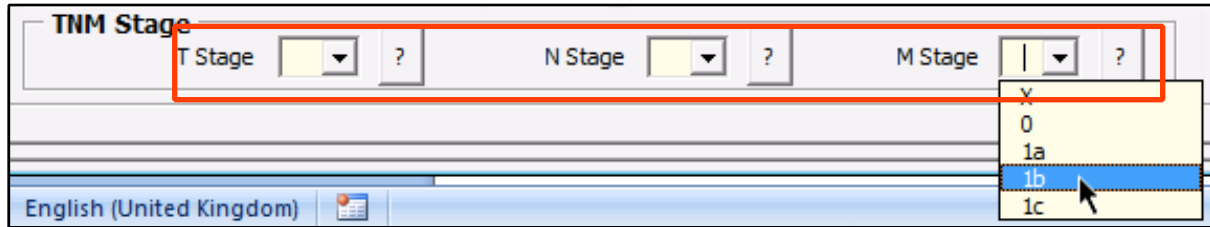
Typing in a value automatically selects the correct category based on the value entered. The exact measurement is automatically added to the final report, in addition to the category.

Staging

The T, N and M components of stage can be selected using the relevant drop-down boxes. The values available for selection are limited to those that are valid based on tumour type and clinical site.
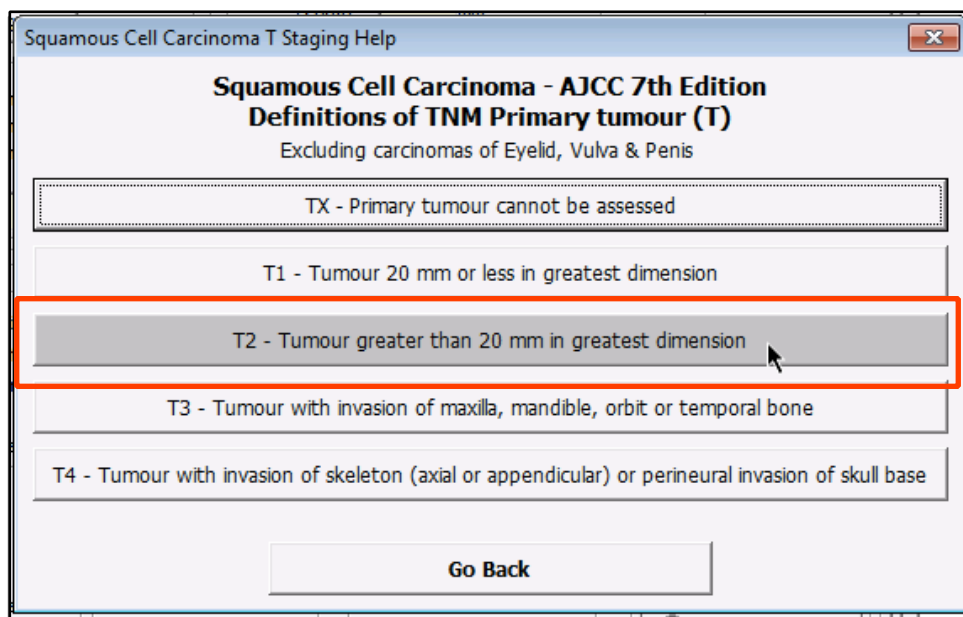
If you are unsure of what T, N or M values to assign to the case, you can click on the relevant [?] buttons next to each drop-down box.

Clicking the [?] button will display a pop-up window showing the definitions of each staging value. Based on the values already entered in the form, the reporting tool may suggest a staging value by highlighting that option. The staging value can be selected by clicking on it.

Other dataset items

The remaining dataset items are self-explanatory and can be filled out in a similar fashion to the dataset items discussed so far. The reporting tool will automatically disable/enable certain dataset items based on certain criteria relating to the tumour (e.g. margins will be disabled if the specimen type is 'Curettings'). This functionality is entirely normal.

Further comments

Further comments can be entered by typing in the 'Further Comments' text box.
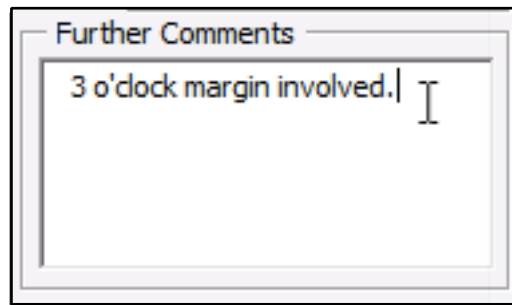
Non-neoplastic skin entities

To cater for specimens where the diagnosis in not malignant/neoplastic, click on the [Other] tab near the top of the form.
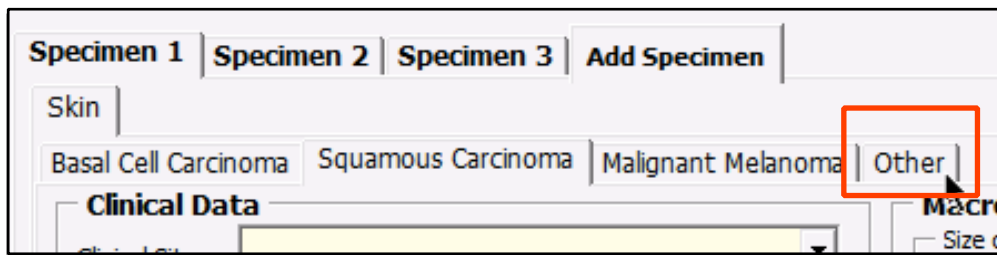
This will present you with a form allowing entry of clinical data, microscopy findings and a conclusion. These items are automatically added in the correct location on the final summary report.

Producing the final report

<div style="border:1px solid black; padding:10px; text-align:center;">

NOTE:

It is important to NOT MODIFY the report after

it has been pasted into your pathology system

</div>

Copying the report

When you are happy with the final report, click the [Copy Final Report] button at the top of the form.
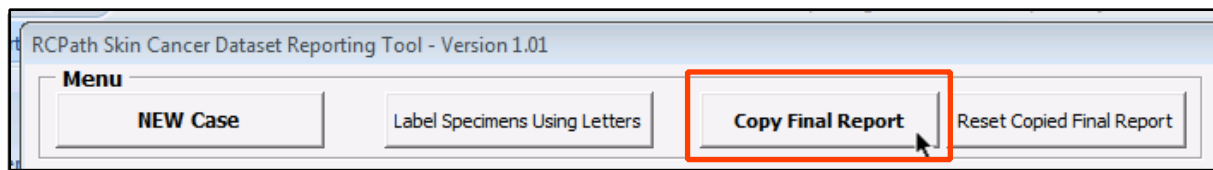
This will cause the final report/summary to be formatted with a strikethrough to indicate that the text has been copied.

Pasting the report

The final report/summary can now be pasted into the microscopy section of the pathology reporting system used in your laboratory. This may involve clicking the right-mouse button to bring up a menu from which you can select Paste. Keyboard shortcuts may include pressing the following keys simultaneously; [Ctrl]+[V] or [Alt]+[V]. If in doubt, please contact your system administrator.
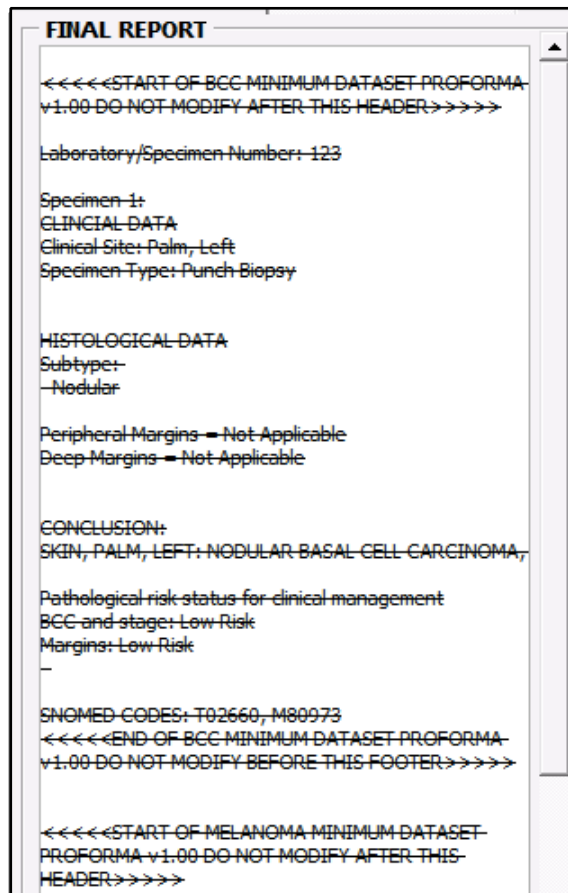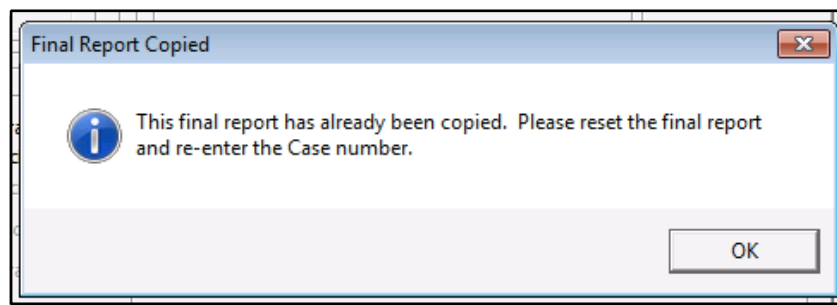
Making changes to the report after copying

Note that changing the values in the reporting tool and pressing the [Copy Final Report Button] again after the report has already been copied will generate the following message.


After making the necessary modifications to the values in the reporting tool, press the [Reset Copied Final Report] button. This will remove the strikethrough from the final report text and clear the laboratory/case number in the top-right corner.

This feature prevents accidental copying of a final report to a case in your pathology reporting system with a different laboratory number, by asking you to re-confirm the laboratory number of the case, before the final report can be successfully copied.
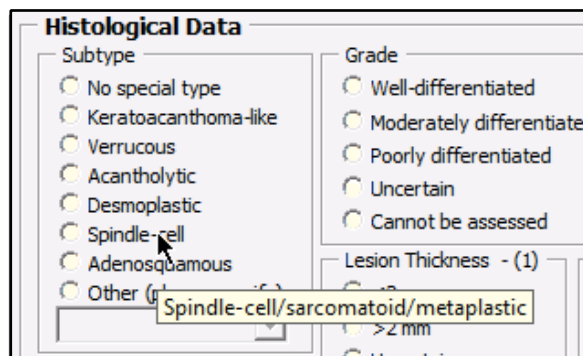
Starting a new case

When you have finished pasting the final report into your system and wish to start a new case, click the [New Case] button in the top-left corner.
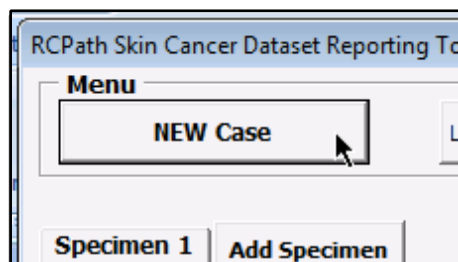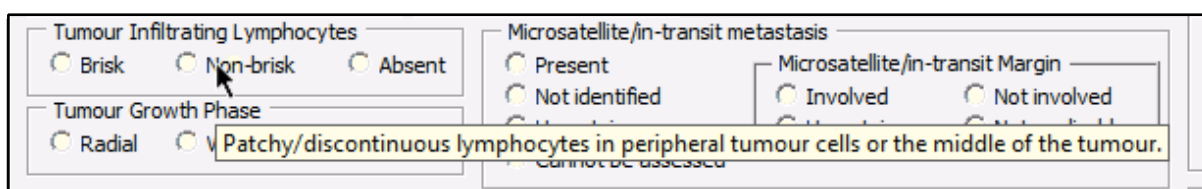
Tool tips

Given the enormous scope of the RCPath datasets, tool tips are available for certain data items that provide useful information or definitions for that item. These are designed to improve workflow and reduce ambiguity. These can be accessed by hovering the mouse cursor over the relevant data item.

Acknowledgements

Dr Brian Rous is acknowledged for his contribution to testing the reporting tool in the initial phases and kindly providing access to a histopathology reporting tool he had developed, which formed the basis for the current skin cancer reporting tool.

Dr Jem Rashbass is acknowledged for his vision and guidance with regards to implementation of the reporting tool and his collaborative efforts with relevant stakeholders.

Dr David Slater is acknowledged for providing guidance and clarification with regard to the datasets and kindly providing early access to the datasets during the consultation period.

Recognition is also made of the valued contribution of a number of consultant histopathologists across England who kindly volunteered their time and feedback during the pilot-phase testing of the reporting tool.

Support

For any issues regarding functionality of the reporting tool, please email the reporting tool author, Dr Michael Eden, on m.eden@nhs.net

For dataset-specific enquiries, please contact The Royal College of Pathologists' Clinical Effectiveness Department on audit@rcpath.org or 020 7451 6737.