Colorectal Cancer Screening Pilot Programme

Primary Care Doctor Welcome Briefing Session

(ver. August 2016)
Welcome!

- Thank you for submitting your application to enrol as a Primary Care Doctor in the Colorectal Cancer Screening Pilot Programme
What’s next?

- Be familiar with the following:
  - Screening workflow
  - Operation of the CRC IT System
What is screening?
Eligible participants
First recruitment phase
Faecal immunochemical test (FIT)
Two-tier screening approach
First Consultation
Result notification
Second Consultation
CRC IT System: overview
What is screening?

- CRC is one of the few cancers that can be detected early by screening

- Carrying out of tests on people **without symptoms** to detect disease or identify people at increased risk of having disease, so that treatment can be commenced earlier to improve the disease outcome

- People with symptoms should not be screened, but managed accordingly as a matter of priority
Eligible participants

● Born in the years 1946 to 1955;

● Have already registered in the Electronic Health Record Sharing System (eHRSS); and

● Have a valid Hong Kong Identity Card (HKIC) or a valid Certificate of Exemption
First recruitment phase

- Implemented by phases
- Phase 1: **participants born in 1946 to 1948**
- Implementation timeline for phase 2 and 3 will be announced later

<table>
<thead>
<tr>
<th>Year of birth (Age)</th>
<th>Phase 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1955 (61)</td>
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<td>1954 (62)</td>
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<td>1953 (63)</td>
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<td>1948 (68)</td>
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<td>1947 (69)</td>
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<tr>
<td>1946 (70)</td>
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</table>
Faecal immunochemical test (FIT)

- FIT is an improved version of faecal occult blood test
  - Does not require diet and medication restriction before testing

- Used for population based screening
  - Simple, hygienic and absolutely safe

- FIT haemoglobin positivity cut-off level adopted by the Pilot Programme is 100ng/mL
  - FIT is regarded as positive when the result is ≥ 100ng/mL
  - This level will be revised if necessary, accordingly to experience gained from the Pilot Programme
Two-tier screening approach

First Tier Screening

Eligible Persons

Primary Care Doctor (PCD)

Faecal Immunochemical Test

Negative

• Watch out for symptoms of colorectal cancer
• Re-screen in 2 years

Positive

Colonoscopy Specialist (CS)

Colonoscopy

Second Tier Screening
<table>
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<tr>
<th>What PCD does</th>
<th>How DH supports</th>
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<tr>
<td><strong>Programme enrolment</strong>&lt;br&gt;Check HKIC&lt;br&gt;Open CRC account&lt;br&gt;Obtain consent for enrolment</td>
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<td>Cue card and checklist&lt;br&gt;Cue card&lt;br&gt;CRC IT System print out</td>
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| **Issuance of Participant’s Pack (FIT tubes)**<br>Label FIT tube with participant name<br>Give instructions on specimen collection, handling and submission | Participant’s Pack (containing FIT tubes) & materials<br>Participant’s Pack (zipper bag)
Result notification

- FIT results viewed via the “To-do List” of the CRC IT System

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Phone</th>
<th>FIT Result</th>
<th>Report</th>
<th>Result Date</th>
<th>Consult. Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAN, LYCHEE</td>
<td>98765432</td>
<td>Positive</td>
<td>Positive</td>
<td>18-Jan-2016</td>
<td></td>
</tr>
<tr>
<td>CHAN, BANANA</td>
<td>98765432</td>
<td>Positive</td>
<td>Positive</td>
<td>18-Jan-2016</td>
<td></td>
</tr>
<tr>
<td>CHAN, ORANGE</td>
<td>98765432</td>
<td>Rejected</td>
<td>Rejected</td>
<td>18-Jan-2016</td>
<td></td>
</tr>
<tr>
<td>CHAN, PEAR</td>
<td>98765432</td>
<td>Rejected</td>
<td>Rejected</td>
<td>18-Jan-2016</td>
<td></td>
</tr>
<tr>
<td>CHAN, APPLE</td>
<td>98765432</td>
<td>Negative</td>
<td>Negative</td>
<td>18-Jan-2016</td>
<td></td>
</tr>
</tbody>
</table>

- 3 possible result categories:
  - Negative
  - Positive (call back for second consultation)
  - Rejected (call back for re-issue)
## Second Consultation by PCD

For participants with **positive FIT result** only

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<td>Explain FIT result and suggest the need for further assessment</td>
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CRC IT System: overview

- Rides on territory-wide eHRSS
- Therefore, to use the CRC IT System, all persons (PCD & clinical assistants), Health Care Providers and Health Care Institutions engaged in the provision of service under the Pilot Programme must be registered in eHRSS

- Three key functions:
  - **Clinical**: capturing and tracking processes, activities, transactions, test results and screening outcomes, as well as providing an online checklist to remind PCD to follow-up tasks
  - **Processing payment**: submitting payment claim and viewing submitted payment claim for the Government subsidy
  - **Administrative**: submitting request to amend and change information, assigning relieving doctors, assigning clinical assistants
PCD workflow video
First Consultation
Participant enrolment
Participant Enrolment

- Ask participant for the original HKIC (or Certificate of Exemption)
- Ascertain whether the person is the bearer of the identity documented by checking against the photo
- Check the year of birth
- Look for presence of a “C” or “U” symbol below the Date of Birth field on the HKIC which necessitates verification of the eligibility status of the person with the Programme Office during office hours
eHRSS related issues

Insert SMART ID into card reader

Register in eHRSS (see slide 18)

No

eHR registered?

Yes

eHR account activated?

Yes

Obtain sharing consent under CRC IT System (see slide 23)

No

Account activation and obtaining sharing consent under eHRSS (see slides 19-22)

Enrol in the Pilot Programme

No
If the participant has not yet registered in eHRSS, a pop-up message will be displayed on screen after the participant has inserted HKIC into the card reader.

Participant should first register in eHRSS via one of the following methods:
- Register in person at eHR Registration Centres
- Submit registration form online, by post, via drop-in box or by fax

www.ehealth.gov.hk
If the participant has already registered with eHRSS, but account not yet activated, a pop-up message will be displayed on screen after the participant has inserted HKIC into the card reader.

To activate account, go to the eHRSS menu bar, click “Healthcare Recipient” under “Administration”.

Click “Record Activation” under “HCR Management”.
eHRSS related issues (4)

- Ask participant to insert HKIC into the card reader, then click “Next” button

- The system will automatically proceed to building sharing consent with the participant
Obtain sharing consent (for sharing clinical information kept in eHRSS) from participant by clicking the radio-button for “Indefinite Sharing Consent”

Click “Next”

Confirm participant’s contact information

Click “Next”

Click “Yes” when the participant has acknowledged understanding the Participant Information Notice of the eHRSS
Only the “Indefinite Sharing Consent” option will be allowed for enrolling in the Pilot Programme in order to promote the continuity of care.

After confirming the details, click “Print Notification Letter” to confirm eHR account activation and sharing consent given.

The participant is now ready for enrolling in the Pilot Programme.
Obtaining sharing consent under CRC IT System

- If the participant has already activated eHR account but **not yet given sharing consent**, a pop-up message will be displayed on screen after the participant has inserted HKIC into the card reader.

- No printing of confirmation is required if sharing consent is given under CRC IT System using SMART ID card method.
Participant Enrolment

- After the aforementioned steps in eHRSS, participant enrolment should be done under CRC IT System.

- During participant enrolment, the participant should be asked about agreeing to be approached by research institutions for cancer-related research.

- Note that research institutions = third party which does NOT belong to the Government.
First Consultation
Doctor’s consultation
# First Consultation by PCD

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Screening checklist

- Facilitates the PCD in the initial screening of potential participants before enrolling in the Pilot Programme

- Displayed in cue card and large reading card
Signing of consent form

- System-generated, two copies will be printed

- **Participant to sign both copies**: one to be retained by the participant and one by the PCD for Programme Office to collect on a regular basis

- Illiterate person: finger print instead of signature, witness is required
Important points when prescribing FIT

- FIT tubes supplied are specific to the Pilot Programme, they should not be used for any other purposes

- Check the **expiry date on each FIT tube** and ensure that there should be **at least 3 months’ time** before the date of expiry for the participant to collect stool specimens

FIT tube label: hourglass indicates date of expiry
Important points when prescribing FIT (2)

- Write the participant’s name on each FIT tube
- Peel off the duplicate barcode label on each FIT tube and stick it onto the laboratory request form
Important points when prescribing FIT (3)

- Advise participant to **finish collecting two specimens within 4 days** counting from the first day of specimen collection.

- If **only one specimen** was collected within 4 days, participant **should still return** that specimen.

Fold the laboratory request form in half, with *personal information facing inside*.

Place the folded laboratory request form into the sealable pocket of the *large plastic bag* and **seal the pocket**.
First Consultation
Instructions on specimen collection
Instruction Sheet on FIT Specimen Collection

1. Prepare a receptacle suitable for containing a stool sample, such as a plastic bag, and place it in the toilet bowl. Then, proceed to defecate into this receptacle.

2. Slowly twist the handle of the test tube to remove the specimen. Hold the test tube with the bottom (yellow part) facing upwards and gently rub the stool sample on the side of the test tube. The stool sample must not touch the lid of the test tube.

3. Only fill the collection tube up to the line on the side, as filling it too full may cause the sample to stick to the spiral coil and affect the test results.

4. After collecting the stool sample, insert the collection tube into the receptacle, close the cap firmly, and return it to the collection bag.

5. Write the date of collection on the side of the test tube, ensuring that the name is filled in accurately. Insert the plastic stool sample collector into the collection bag, seal it tightly, and place it in a cool place.

6. Use the second test tube to collect stool samples during the following bowel movements and repeat steps 1 to 5.
Result notification
FIT Result Interpretation

- One FIT tube will be sufficient to produce an interpreted result

- Two FIT tubes increase the yield of a positive test result

- **Positive** result
  - At least one analysed FIT tube shows occult blood above the FIT haemoglobin positivity cut-off value (ie. ≥100ng/mL)
  - Call back participant for Second Consultation

- **Negative** result
  - None of the analysed FIT tubes shows occult blood above the FIT hemoglobin positivity cut-off value
  - Re-screening after 24 months is recommended
FIT Result Interpretation (2)

● Uninformative result
  • Usually due to problems with the tubes (e.g. leakage/damaged/expired) or the forms (e.g. missing or wrong information, or a mismatch between the information on the form and tube)
  • Call back the participant for re-issue of another pair of FIT tubes (Additional Encounter)

● No result
  • Usually due to participant failing to return the specimen by 8 weeks
  • PCD will be alerted if no specimen is received by 4 weeks after the issuing date, so that the PCD may contact the participant to understand the reason, re-issue the tubes as appropriate and remind them to return the tubes to a Specimen Collection Point within 4 weeks
Second Consultation by PCD

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Colonoscopy Referral Options for FIT Positive Participants

For management of a positive FIT result, participant can choose either one of the following referral options:

- **CS enrolled under the Pilot Programme**
  - Participants will receive the highly subsidised “Standard Package of Colonoscopy Service” provided by enrolled CS
  - May be required to pay co-payment fee which should be no more than $1,000
  - In general, waiting time for colonoscopy is usually less than 8 weeks

- **Private sector (usual care)**
  - Participant will exit the Pilot Programme and no Government subsidy will be provided
  - Participant will need to pay all the charges out-of-pocket

- **Hospital Authority (usual care)**
  - Participant will exit the Pilot Programme and receive usual care under the usual pathway in the public sector
  - Participant will be required to pay for charges applicable to HA services
List of enrolled CS

- Initial copies of the list will be provided to PCD in the PCD Welcome Pack

- Provide the list for participants during the Second Consultation

- Remind participant to make a decision on which CS to consult and seek advice from CS as soon as possible

- Most up-to-date information regarding the list on enrolled CS and co-payment fees, if any, is available at Prevent Colorectal Cancer website (www.ColonScreen.gov.hk)
Note that Health Care Voucher cannot be used to settle co-payment fee.
Preparation before the commencement of the Pilot Programme

- Ordering Participant’s Pack from the laboratory
- Receiving PCD Welcome Pack
- Displaying door decal and mini poster
- Assigning clinical assistant: eHRSS-related steps
Ordering Participant’s Pack

● 10 Participant’s Pack will be delivered to each PCD (per HCI) before programme launch for initial use

● Subsequent Participant’s Pack can be ordered from the commissioned laboratory by completing the Participant’s Pack Request Form and faxing the form to the laboratory

● Participant’s Pack Request Form is available from the PCD Welcome Pack

● Participant’s Pack will only be supplied to enrolled PCD at their enrolled HCI

● Allow 3 working days for the delivery of the Participant’s Pack
Ordering Participant’s Pack (2)

- Participant’s Pack contains:
  - Two FIT tubes
  - Two small plastic bags (for each individual FIT tube)
  - One large plastic bag (for attaching the laboratory request form and inserting both FIT tubes once sealed within separate small plastic bags)
  - One Instruction Sheet for Specimen Collection
  - One Participant Guidebook
Ordering Participant’s Pack (3)

- Keep an active balance of FIT tubes enough for use in 2-4 weeks, but no longer

- When making estimation on requested quantity, please take reference to:
  - Consumed quantity in past 2-4 weeks \( (A) \)
  - Current stock in hand \( (B) \)

- Estimation on requested quantity = \( (A) - (B) \)

- FIT tubes that will **expire in 3 months** should NOT be prescribed to participants
Receiving PCD Welcome Pack

- PCD Welcome Pack will be sent to enrolled PCD during mid-August

- **Programme materials**: PCD Guidebook, cue card, large reading card, door decal, mini-poster

- **Educational videos**

- **Materials for participants**: pamphlet, list of enrolled CS

- **Forms**: Participant’s Pack Request Form, Materials Order Form
Displaying door decal and mini poster

- The door decal (logo) and mini poster bearing the co-payment fee (if any), shall **at all times be displayed** at the clinic where the First and Second Consultation are provided.
Displaying door decal and mini poster (2)

- Details of PCD’s enrolled HCI and respective co-payment fees, if any, will be uploaded onto DH’s Prevent Colorectal Cancer website (www.ColonScreen.gov.hk) before programme launch.
Assigning clinical assistant: eHRSS-related steps

- PCD may wish to assign clinical assistants to undertake certain tasks
  - Processing participant enrolment
  - Educating participant about the use of FIT, specimen collection and return of specimen to Specimen Collection Point
  - Viewing FIT results under the “To-do List” of assigned PCD
  - Contacting participant regarding FIT result and follow-up action

- PCD are strongly encouraged to assign clinical assistants well in advance in order to ensure the smooth running of screening service at their clinic
Assigning clinical assistant: eHRRSS-related steps (2)

- User Administrator of the HCP must first obtain separate token(s) for use by clinical assistants because the system will prompt for that token’s serial number when creating individual clinical assistant’s eHR user account under eHRSS platform.

- How to obtain the token?
  - Call eHR Registration Office at 3467 6230
  - To facilitate the process, one token will be sent to each clinic in second half of August 2016, before programme launch. If more token is needed, call the above telephone number.
Assigning clinical assistant: eHRSS-related steps (3)

- After obtaining the tokens, User Administrator should then perform the following steps:
  - Create her user account for clinical assistant
    System will prompt for the token serial number
  - Assign 2 role groups to the clinical assistant
    - CRC PCD Clinical Assistant
    - Patient Registration Staff (Partial)

- After completing the above steps, PCD can then assign clinical assistants via the CRC IT System
Assigning clinical assistant: eHRSS-related steps (4)

Assigning clinical assistant: summary of eHRSS-related steps

1. Determine the number of clinical assistants to be assigned for the PCD
2. Call eHR Registration Office to request the respective number of tokens
3. Create eHR account for clinical assistant (token serial number required)
4. Assign role groups:
   - CRC PCD Clinical Assistant
   - Patient Registration Staff (Partial)
5. Assign clinical assistant for PCD

Under eHRSS platform

Under CRC IT System
Summary

● Participant’s Pack
  • As a start, 10 packs will be delivered to each PCD (per HCI) before programme launch
  • Subsequently, Participant’s Pack can be ordered by completing a designated form

● Display the door decal and mini-poster at the clinic

● Screening workflow
  • First Consultation:
    • Participant enrolment: sign two copies of consent forms
    • Assess suitability for screening
    • Provide screening education
    • Issuance of Participant’s Pack
      • Write participant’s name on each FIT tube
      • Peel off the duplicate barcode on each FIT tube and stick it on the laboratory request form
Summary (2)

• Screening workflow
  • **Result notification**: view results on To-do List of the CRC IT System
    • Negative
    • Positive (call back for second consultation)
    • Rejected (call back for re-issue of Participant’s Pack)
  
  • **Second Consultation (for FIT positive participant)**:
    • Explain results and referral options
    • Provide a system generated signed referral letter
Enquiries

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