



Cancer Survivorship Care Plan Builder

Survivorship Care Plan Builder

User Guide

v4.6

Last updated: 12/12/2008

*Journey
Forward*



Table of Contents

<u>ABOUT THE SURVIVORSHIP CARE PLAN BUILDER</u>	1
SURVIVORSHIP CARE PLAN OVERVIEW	1
<i>PATIENT-SPECIFIC SECTIONS</i>	1
<i>OPTIONAL APPENDICES</i>	1
<u>DOWNLOADING AND INSTALLING</u>	2
SYSTEM REQUIREMENTS	2
DOWNLOADING THE SURVIVORSHIP CARE PLAN BUILDER	2
INSTALLING THE SURVIVORSHIP CARE PLAN BUILDER	2
<u>GETTING STARTED</u>	4
FINDING YOUR WAY AROUND THE SURVIVORSHIP CARE PLAN BUILDER	4
<i>SIDEBAR</i>	5
<i>MENU BAR</i>	6
<i>CARE PLAN FORM</i>	7
MOVING BETWEEN SCREENS	7
RESIZING THE MAIN WINDOW	8
<u>WORKING WITH SURVIVORSHIP CARE PLANS</u>	9
CREATING A NEW SURVIVORSHIP CARE PLAN	9
OPENING AN EXISTING SURVIVORSHIP CARE PLAN	9
EDITING SURVIVORSHIP CARE PLANS	9
<i>SCREEN 1 OF THE CARE PLAN FORM: GENERAL INFORMATION</i>	9
<i>SCREEN 2 OF THE CARE PLAN FORM: BACKGROUND INFORMATION</i>	9
<i>SCREEN 3 OF THE CARE PLAN FORM: TREATMENT PLAN</i>	9
<i>SCREEN 4 OF THE CARE PLAN FORM: TREATMENT SUMMARY</i>	10
<i>SCREEN 5 OF THE CARE PLAN FORM: FOLLOW-UP CARE</i>	10
SAVING CHANGES TO A SURVIVORSHIP CARE PLAN	10
DELETING A SURVIVORSHIP CARE PLAN	10
PRINTING, EMAILING AND STORING SURVIVORSHIP CARE PLANS	10
SHARING SURVIVORSHIP CARE PLANS ELECTRONICALLY	11
<u>MANAGING THE REGIMEN LIBRARY</u>	12
ADDING OR REMOVING REGIMENS FROM THE REGIMEN LIST	13
CREATING NEW REGIMENS	13
<i>CUSTOMIZING AN EXISTING REGIMEN</i>	13
<i>CREATING A NEW REGIMEN FROM SCRATCH</i>	14
DELETING REGIMENS FROM THE REGIMEN LIBRARY	15
PREVIEWING A REGIMEN	15



SETTING PREFERENCES	17
CHANGING THE UNIT OF MEASURE	17
CHANGING WHERE SURVIVORSHIP CARE PLANS ARE STORED	17
ADDING YOUR PRACTICE LOGO TO SURVIVORSHIP CARE PLANS	18
GETTING HELP AND CHECKING FOR UPDATES	19
ACCESSING THE USER GUIDE	19
CHECKING FOR PROGRAM UPDATES	19
CHANGING AUTOMATIC UPDATE SETTINGS	20
APPENDIX A: OPTIONAL SURVIVORSHIP CARE PLAN APPENDICES	21
BREAST CANCER-SPECIFIC APPENDICES	21
<i>ASCO SURVEILLANCE GUIDELINES (FOR BREAST CANCER)</i>	21
<i>SYMPTOMS TO WATCH FOR (FOR BREAST CANCER)</i>	22
<i>POTENTIAL LATE-EFFECTS OF CANCER TREATMENT (FOR BREAST CANCER)</i>	22
COLON CANCER-SPECIFIC APPENDICES	23
<i>ASCO SURVEILLANCE GUIDELINES (FOR COLON CANCER)</i>	23
<i>SYMPTOMS TO WATCH FOR (FOR COLON CANCER)</i>	23
<i>POTENTIAL LATE EFFECTS OF CANCER TREATMENT (FOR COLON CANCER)</i>	24
RESOURCES FOR PHYSICIANS	24
RESOURCES FOR PATIENTS	25



Table of Figures

FIGURE 1. SURVIVORSHIP CARE PLAN BUILDER START SCREEN	4
FIGURE 2. SURVIVORSHIP CARE PLAN BUILDER MAIN WINDOW	5
FIGURE 3. THE PRINT OPTIONS DIALOG	10
FIGURE 4. THE REGIMEN SETUP DIALOG	12
FIGURE 5. THE REGIMEN EDITOR DIALOG—CUSTOMIZING AN EXISTING REGIMEN	14
FIGURE 6. THE REGIMEN EDITOR DIALOG—CREATING A NEW REGIMEN	15
FIGURE 7. THE REGIMEN PREVIEW WINDOW	16
FIGURE 8. THE PREFERENCES DIALOG	17
FIGURE 9. CHECKING FOR SURVIVORSHIP CARE PLAN BUILDER UPDATES	19
FIGURE 10. DOWNLOADING SURVIVORSHIP CARE PLAN BUILDER UPDATES	19
FIGURE 11. CHANGING THE AUTOMATIC UPDATE SETTINGS	20



About the Survivorship Care Plan Builder

A Survivorship Care Plan is a brief summary, completed by the oncologist, of a patient's treatment and direction for future care. Survivorship Care Plans are not intended to replace detailed patient charts or chemotherapy flow sheets. Rather they are designed to:

- Capture information essential to cancer patients' post-active treatment care
- Present this information in a manner that is accessible to both patients and their primary care physicians

Survivorship Care Plans have been shown to improve coordination of patient care following active treatment. With this short document, the patient, their primary care provider and other care providers have the history and guidance they need to adequately monitor the survivor's health moving forward.

Journey Forward's Survivorship Care Plan Builder lets you, the oncologist, quickly and easily create custom Survivorship Care Plans for your patients and their physicians. This electronic software program can be downloaded to your computer's desktop; it's private and easy to use.

SURVIVORSHIP CARE PLAN OVERVIEW

The Survivorship Care Plan Builder works by creating a unique Survivorship Care Plan for each patient, which can then be printed out, emailed or stored electronically. Survivorship Care Plans include 5 patient-specific sections as well as several optional appendices that you can choose to add or exclude when you print, preview or create a PDF of the plan:

PATIENT-SPECIFIC SECTIONS

1. **General Information:**
Contact information for the patient and their care team.
2. **Background Information:**
Key facts about the patient's diagnosis and medical background.
3. **Treatment Plan:**
Key information about the planned course of cancer treatment.
4. **Treatment Summary:**
Summary information about the patient's actual treatment.
5. **Follow-up care:**
Suggested schedule for follow-up tests and care.

OPTIONAL APPENDICES

1. ASCO Surveillance Guidelines
2. Symptoms to watch for
3. Potential late effects of treatment
4. Resources for physicians
5. Resources for patients



Downloading and Installing

This section describes how to download and install the Survivorship Care Plan Builder.

Before you begin, check your computer setup to make sure that you can install and run the application successfully. It's also a good idea to close any open applications, such as Microsoft Outlook® or Microsoft Word®.

SYSTEM REQUIREMENTS

Operating System:	The Survivorship Care Plan Builder runs on Microsoft Windows XP, Windows 2000 and Windows Vista. Please make sure that you have the latest Windows service pack installed for your operating system.
NET Framework:	The Survivorship Care Plan Builder uses Microsoft's .NET Framework, Version 2.0. Most versions of Windows XP and all versions of Windows Vista will already have .NET installed. If you do not have .NET, you can find it on www.microsoft.com/downloads .
Storage Requirements:	The Survivorship Care Plan Builder requires 10MB of free disk space if the .NET Framework is already installed, and 290MB if it is not.
RAM Requirements:	The Survivorship Care Plan Builder requires a minimum of 447 MB of RAM for installation.
Screen Resolution:	The Survivorship Care Plan Builder requires a minimum screen resolution of 1024 x 768 pixels.

Tip: On Windows Vista, you can check your operating system, service pack, and available memory by selecting
Control Panel > System & Maintenance > System
On earlier Windows systems, select
My Computer > Properties and then the *General* tab

DOWNLOADING THE SURVIVORSHIP CARE PLAN BUILDER

You can download the Survivorship Care Plan Builder from www.JourneyForward.org. Be sure to note *where* you choose to save the installer. We recommend a location that's easy to find, such as your Desktop.

INSTALLING THE SURVIVORSHIP CARE PLAN BUILDER

When you've finished downloading the Survivorship Care Plan Builder, you'll see a file named SCPBSetup.exe. Double-click this file to begin the installation. Then follow the prompts. You'll need to agree to the End User License Agreement (EULA) to complete the installation. You can view a complete copy of the EULA at: www.JourneyForward.org/EULA.



Cancer Survivorship Care Plan Builder



When the installation is complete, you'll see the icon on the left on your computer's desktop. You can launch the Survivorship Care Plan Builder by double-clicking this icon or by going to the Start Menu and choosing the Survivorship Care Plan Builder application from the Survivorship Care Plan Builder folder.



Getting Started

FINDING YOUR WAY AROUND THE SURVIVORSHIP CARE PLAN BUILDER

When the Survivorship Care Plan Builder launches, it displays the Start Dialog. From the Start Dialog you can open and continue work on an existing Survivorship Care Plan (using areas 1 or 2 in the image below) or start a new Survivorship Care Plan by selecting the type of cancer the patient is being treated for (area 3 in the image below).¹

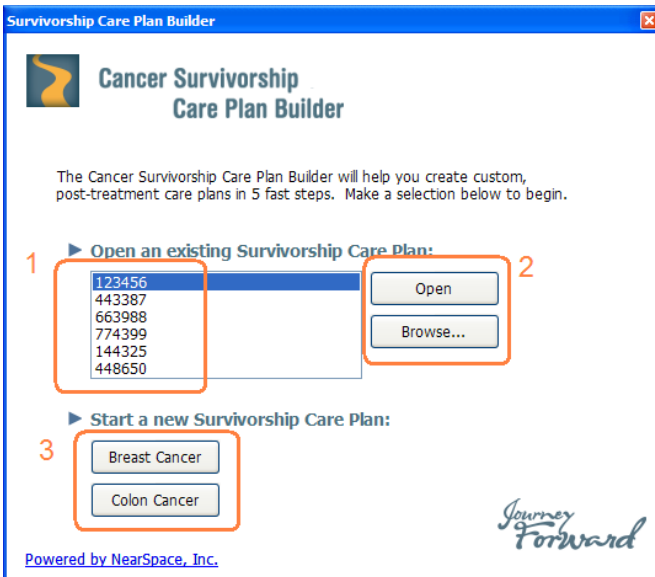


Figure 1. Survivorship Care Plan Builder Start Screen

You can also use the following keyboard shortcuts:

Shortcut	Action
Alt+O	Open the selected Survivorship Care Plan
Alt+R	Open the Browse dialog.
Alt+B	Create a new Survivorship Care Plan for a breast cancer patient.
Alt+C	Create a new Survivorship Care Plan for a colon cancer patient.

Once you've opened a new or existing Survivorship Care Plan, the Main Window of the Survivorship Care Plan Builder is displayed. The Main Window is made up of three primary areas: the Sidebar, the Menu Bar, and the Care Plan Form.

¹ Today the Survivorship Care Plan Builder can only create care plans for breast and colon cancer patients. In the future it will support other cancer types as well.

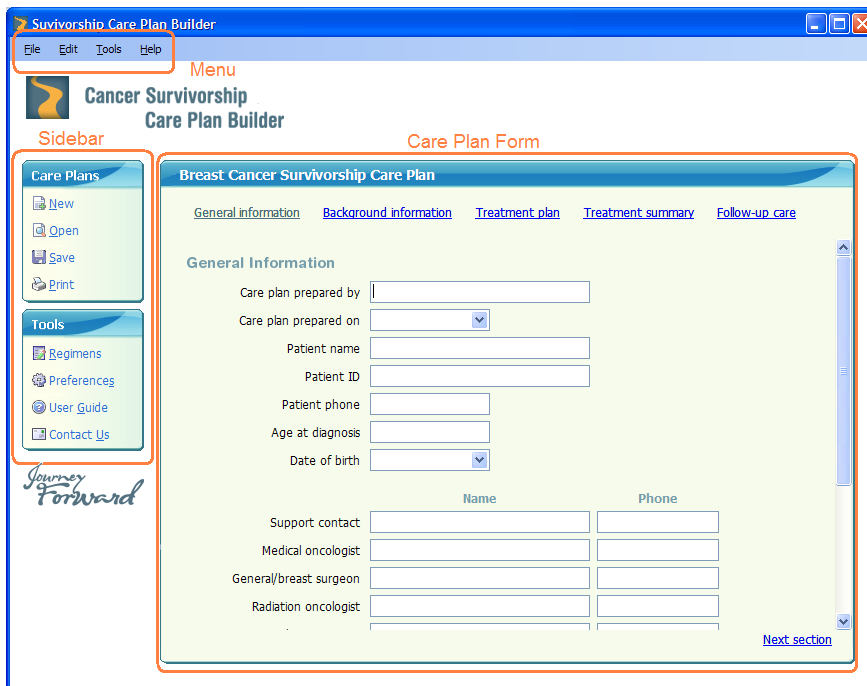


Figure 2. Survivorship Care Plan Builder Main Window

SIDEBAR

The Sidebar has two sections: The Care Plan Sidebar and the Tools Sidebar. The Care Plans Sidebar provides shortcuts for creating new Survivorship Care Plans, and opening, printing, and saving existing Survivorship Care Plans. The Tools Sidebar provides access to the regimen library, preferences, the User Guide, and NearSpace technical support. The sidebar functions (and their keyboard equivalents) are:

Care Plans Sidebar

- **New** (Ctrl+N): Create a new Survivorship Care Plan for breast or colon cancer.
- **Open** (Ctrl+O): Open an existing Survivorship Care Plan.
- **Save** (Ctrl+S): Save the Survivorship Care Plan which is currently open.
- **Print** (Ctrl+P): Send the open Survivorship Care Plan to the printer, preview it, or create a PDF.

Tools Sidebar

- **Regimens** (Ctrl+E): Add, remove, or customize regimens.
- **Preferences** (Ctrl+F): Change the units in which weight and height are measured, upload your practice logo for inclusion in the printed or PDF Survivorship Care Plans, or change the default location where Survivorship Care Plans are stored.
- **User Guide** (F1): Launch this guide.
- **Contact Us**: Send an email to NearSpace, Inc., the developers of the Survivorship Care Plan Builder.



MENU BAR

The menu bar along the top of the Main Window provides all of the functionality found in the sidebars and more. The menu items are:

File Menu

- **New** (Ctrl+N): Create a new Survivorship Care Plan (for breast or colon cancer).
- **Open** (Ctrl+O): Open an existing Survivorship Care Plan.
- **Save** (Ctrl+S): Save the current Survivorship Care Plan.
- **Save As:** Save the current Survivorship Care Plan under a different file name or in a different location. (This will create a copy of the original Survivorship Care Plan.)
- **Print** (Ctrl+P): Send the open Survivorship Care Plan to the printer, preview it, or create a PDF document of it.
- **Recent Care Plans:** Open one of the last four Survivorship Care Plans viewed.
- **Exit:** Close the Survivorship Care Plan Builder.

Edit Menu

- **Cut** (Ctrl+X): Put selected text on the clipboard and delete it from the Survivorship Care Plan.
- **Copy** (Ctrl+C): Put selected text on the clipboard.
- **Paste** (Ctrl+V): Put the text in the clipboard into the Survivorship Care Plan at the current cursor position.
- **Next Section**(Alt+Right Arrow): Display the next section of the Survivorship Care Plan form.
- **Previous Section**(Alt+Left Arrow): Display the previous section of the Survivorship Care Plan form.

Tools Menu

- **Regimens** (Ctrl+E): Add, remove or customize regimens here.
- **Preferences** (Ctrl+F): Change the units in which weight and height are measured, upload your practice logo for inclusion in the printed or PDF Survivorship Care Plans, or change the default location where Survivorship Care Plans are stored.

Help Menu

- **User Guide** (F1): Open this guide.
- **Contact Us:** Send an email to NearSpace, Inc., the developers of the Survivorship Care Plan Builder.
- **Check for Updates:** Check to see if you are running the latest version of the Survivorship Care Plan Builder.



- **Configure updates:** Change the schedule and settings for checking for updates.
- **About:** Check which version of the Survivorship Care Plan Builder you are running.

CARE PLAN FORM

The Care Plan Form is the area in the Survivorship Care Plan Builder where you enter patient information. It consists of five short screens that capture the patient's diagnosis, treatment and follow-up care. There are no required fields, but the more information you provide the more thorough the Survivorship Care Plan will be.

These are the types of fields you will encounter in the Care Plan Form:

- **Text Fields:** Text fields allow you to enter information as free-form text.
- **Date Fields:** Date fields automatically fill in a date as soon as you click into them. The default is usually either the current date or the date last entered. The patient age field, however, will calculate a year based on the age of the patient at diagnosis. Depending on the version of your system, a calendar icon or down arrow will appear at the end of date fields. Click this image to display a calendar from which you can select a date. You can also edit dates with the keyboard or remove them with the delete key.
- **Selection Fields:** Selection fields have a small down arrow at the right end of the field. These fields allow you to select ONE item from a list. In some cases you can enter your own text in these fields instead of making a selection.
- **Multi-Selection Fields:** Multi-selection fields allow you to choose *multiple* items from a list. To select an item, check the box next to it. When you have finished selecting items, click the *Done* link to close the dialog.
- **Dependent Fields:** Dependent fields are those fields which are not visible until the program determines you need them. For example, the date field for surgery does not appear until you have entered the surgery type, thus indicating there was a surgery. These dependent fields will appear automatically when they are needed.

To move to a different field, just click the mouse on the field you want to select. Alternatively you can press the *Tab* key to go to the next field, and *Shift-Tab* to go to the previous field.

MOVING BETWEEN SCREENS

There are several ways to move between screens in the Care Plan Form:

- Use the section links at the top of the Care Plan Form to move between sections.
- Use the *Previous Section* and *Next Section* links at the bottom of the Care Plan Form to move ahead or back one screen at a time.
- Use the *Next Section* and *Previous Section* items in the Edit Menu at the top to move forward or back a screen.
- Use keyboard short cuts *Alt+Right Arrow* to move forward one screen, and *Alt+Left Arrow* to move back one screen.



- If the cursor is in the last data field on a screen, the *Tab* key will take you to the first field of the next screen. If the cursor is in the first data field of a screen, *Shift-Tab* will move to the first data field on the previous screen.

RESIZING THE MAIN WINDOW

The Main Window of the Survivorship Care Plan Builder can be resized by selecting the top or bottom border or any corner of the window and dragging it to a different length. Or click on the box in the upper right corner of the window to maximize the program screen. Only the length of the window can be changed, not the width.

If the screen is too short to display the full content of the form, a scroll bar will appear on the right side of the window which will allow you to access all of the form content.



Working with Survivorship Care Plans

CREATING A NEW SURVIVORSHIP CARE PLAN

The first thing you see when you open the Survivorship Care Plan Builder is the Start Screen. Select the breast cancer or colon cancer button at the bottom of the screen to start a new Survivorship Care Plan (see Figure 1 on page 4). If the Survivorship Care Plan Form is already open, you can also create a new Survivorship Care Plan by selecting *New* from the Sidebar or File Menu (see Figure 2 on page 5).

OPENING AN EXISTING SURVIVORSHIP CARE PLAN

On the Start Screen, under the *Open an existing Survivorship Care Plan* header, you will see a list of recently viewed Survivorship Care Plans. To open one, click on the plan name and then select the *Open* button (or just double-click on the plan name). If your plan is not listed, use the *Browse* button to locate the plan you want to view or edit. By default, Survivorship Care Plans are saved in a folder named "Survivorship Care Plans" under your My Documents folder. If the Care Plan Form is displayed, you can open an existing Survivorship Care Plan by selecting *Open* from the Sidebar or File Menu (see Figure 2 on page 5).

EDITING SURVIVORSHIP CARE PLANS

Whether you create a new plan or open an existing plan, once the Care Plan Form is displayed you will be able to edit any field. There are no required fields, but the more information you provide the more thorough the Survivorship Care Plan will be. There are 5 sections in the Care Plan Form:

SCREEN 1 OF THE CARE PLAN FORM: GENERAL INFORMATION

Enter general information about the patient and contact information for key members of the patient's care team.

SCREEN 2 OF THE CARE PLAN FORM: BACKGROUND INFORMATION

Provide information on the patient's medical background and diagnosis, including information about any surgery preceding chemotherapy, family history of cancer, genetic testing, and major comorbid conditions. Note that some fields on this screen only become visible when needed. For example, in the breast cancer form, the **Date** field for "Axillary Dissection" only appears after you've indicated that an axillary dissection has taken place.

SCREEN 3 OF THE CARE PLAN FORM: TREATMENT PLAN

Enter information describing the *planned* course of treatment. Values for BSA and BMI will be automatically calculated and displayed once the patient height and weight are entered. When you select a regimen a summary of the dosage and schedule displays.



SCREEN 4 OF THE CARE PLAN FORM: TREATMENT SUMMARY

Enter information describing the *actual* course of treatment for this patient. This includes information about any chemotherapy dose reductions, the number of cycles in which each agent was administered, serious toxicities, hospitalizations during treatment, additional surgeries, and/or medications.

SCREEN 5 OF THE CARE PLAN FORM: FOLLOW-UP CARE

Enter the schedule for follow-up care testing and any preventive care recommendations.

Tip: You can leave any field in any of the five sections blank. Each section also has a space for adding personal notes.

SAVING CHANGES TO A SURVIVORSHIP CARE PLAN

You can save the Survivorship Care Plan you are working on by clicking *Save* in the left sidebar, or from the File menu. You can also use *Ctrl+S* on your keyboard. The default name for the Survivorship Care Plan is the patient name or identifier.

DELETING A SURVIVORSHIP CARE PLAN

You can delete Survivorship Care Plans in the same way you delete any file or document. Use Windows Explorer to navigate to the directory in which a plan is saved. Right click on the correct file and select the Delete button. You can also access Windows Explorer from the Survivorship Care Plan Builder by clicking the *Open* button in the left sidebar.

PRINTING, EMAILING AND STORING SURVIVORSHIP CARE PLANS

You can print a Survivorship Care Plan from the Main Window of the application by clicking the *Print* button in the left sidebar, selecting Print from the *File* menu, or typing *Ctrl+P*. The following dialog will display:

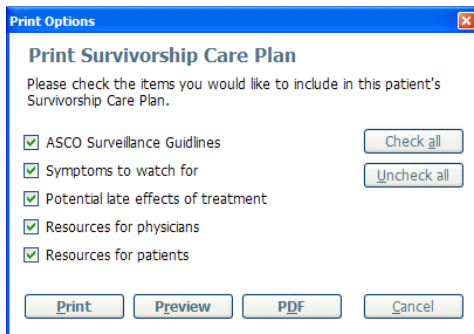


Figure 3. The Print Options Dialog



From the Print Dialog you can choose to append any of several optional sections to the current Survivorship Care Plan, including:

- ASCO Surveillance Guidelines
- Symptoms to watch for
- Potential late effects of treatment
- Resources for physicians
- Resources for patients

The content for these optional sections of your Survivorship Care Plans can be found in Appendix A: Care Plan Appendices.

By default, all the appendices are checked. You can uncheck all items by selecting the *Uncheck all* button, or add or remove individual items by checking or clearing the checkbox next to that item. Your selections will be remembered the next time you print a Survivorship Care Plan.

Once you have selected the items to include in the Survivorship Care Plan, use the buttons at the bottom of the Print Options Dialog to:

- **Print:** Send the Survivorship Care Plan to the printer of your choice.
- **Preview:** Display a preview of this patient's full Survivorship Care Plan on your desktop. (From the preview you can then choose to print or close the window and not print).
- **PDF:** Create a PDF file that can then be emailed, stored, viewed, or printed.
- **Cancel:** Cancel the print operation.

SHARING SURVIVORSHIP CARE PLANS ELECTRONICALLY

To share a Survivorship Care Plan electronically simply:

1. Open the Survivorship Care Plan in the Survivorship Care Plan Builder
2. Select print.
3. Check the appendices you wish to include with this Survivorship Care Plan.
4. Select the *PDF* button at the bottom of the Print Options dialog. You will be prompted to name the Survivorship Care Plan. Be sure to note where you save it, then click *Save*. (By default it will be saved in the Survivorship Care Plan directory in My Documents.)
5. The Survivorship Care Plan has now been saved as a PDF file.

You can now send the PDF file electronically via email as an attachment, or move the file to another location such as a central server where it can be accessed by other care providers.

Tip: Recipients do not need the Survivorship Care Plan Builder to view the PDF Survivorship Care Plans electronically. All PDF Survivorship Care Plans can be viewed using Adobe's free [Acrobat Reader](http://www.adobe.com) that can be downloaded from <http://www.adobe.com>.



Managing the Regimen Library

The Survivorship Care Plan Builder includes a number of common breast and colon cancer regimens. These are available for selection in the Treatment Plan section of the Care Plan Form. The Regimen Setup function allows you to add, customize, and delete regimens from the regimen selection lists in the Care Plan Forms. (For more information on Care Plan Forms see page 7.)

You can get to the Regimen Setup Dialog at any time by selecting *Regimens* from the Tools Sidebar or *Regimen Setup* from the *Tools* menu.

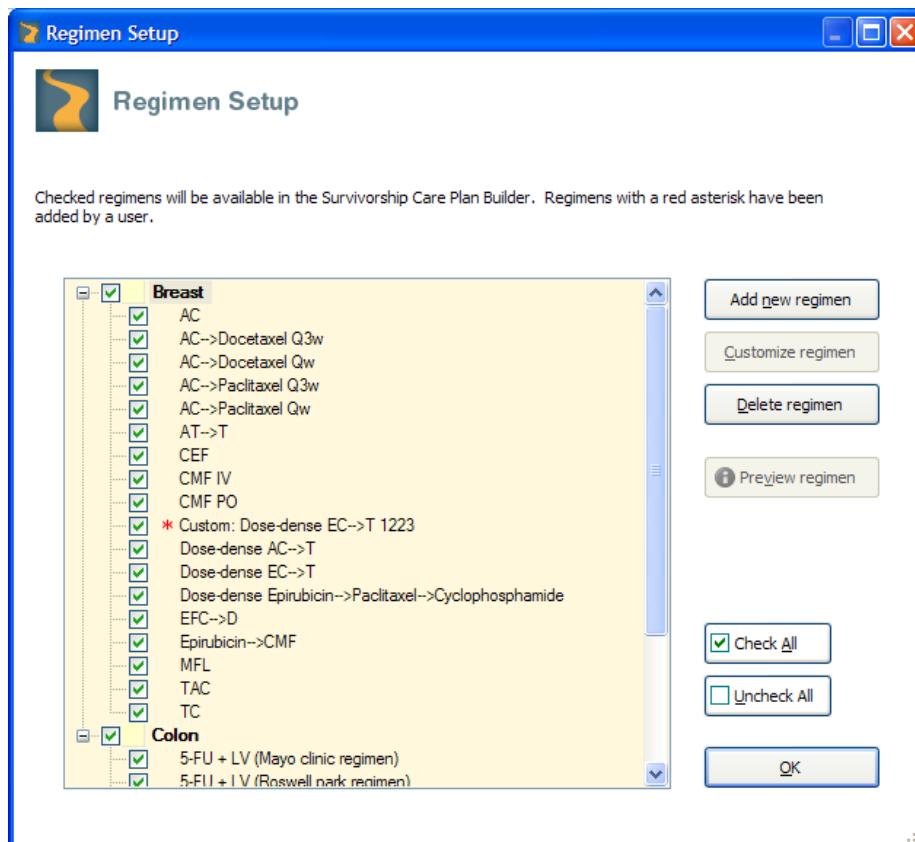


Figure 4. The Regimen Setup Dialog

The Regimen Setup dialog displays all of the regimens that are included in the Survivorship Care Plan Builder's Regimen Library. This includes Predefined Regimens, the commonly used regimens already included in the Survivorship Care Plan Builder, as well as Custom Regimens that you or another user may have added to the Regimen Library.

Items with a check mark are available in the Care Plan Form, while items without a check mark are not. Items with a red asterisk have been added to the Regimen Library by a user.



ADDING OR REMOVING REGIMENS FROM THE REGIMEN LIST

The “Regimen List” is a subset of the regimens in the Regimen Library. The Regimen List is the list of regimens that are available for selection on the “Treatment Plan” screen of the Survivorship Care Form. You can remove a regimen from the Regimen List, making it unavailable to the Survivorship Care Plans, by clearing the checkbox to the left of its name. To include a regimen, click the same box to add a checkmark. To remove *all* regimens for a particular cancer type, clear the check box that appears to the left of the cancer type.

Removing regimens from the Regimen List will not remove them from the Regimen Library.

CREATING NEW REGIMENS

If your practice uses a regimen that is not included in the Survivorship Care Plan Builder’s Regimen Library, you can add it in one of two ways. You can create a copy of an existing regimen and customize it, or you can build a new regimen from scratch.

CUSTOMIZING AN EXISTING REGIMEN

To make a customized copy of an existing regimen, select (highlight) the name of the regimen from the Regimen Setup Dialog, then click the *Customize regimen* button.

Please Note: If you choose to customize a Predefined Regimen a message will appear informing you that you cannot alter predefined regimens. You may however create a new regimen based on the chosen predefined regimen. Select *Yes* to continue.

The Regimen Editor screen will appear with the information from the regimen you are using as a starting point already filled in. Note that the name of the regimen is now preceded by the word “Custom.” You can (and probably should) edit this name; however, you can’t give the regimen the same name as a regimen that is already in the Library.



Regimen Editor

If you use regimens that are not currently included in the Survivorship Care Plan Builder, you can add them here. Fill out or edit the fields below. Required fields are in yellow.

Regimen name: Custom: AC-->Paclitaxel Qw 2

Cancer type: Breast

Summary:
Doxorubicin (Adriamycin) 60 mg/m² iv push over 5-15 min d1
Cyclophosphamide (Cytoxin) 600 mg/m² iv over 30-60 min d1
Q3w x 4 cycles
Followed by
Paclitaxel (Taxol) 80 mg/m² iv over 1 hour
Qw x 12 cycles

Citation:

Enter chemotherapy agents:

Name	Alternate name
Doxorubicin	Adriamycin
Cyclophosphamide	Cytoxin
Paclitaxel	Taxol
*	

OK Cancel Apply

Figure 5. The Regimen Editor Dialog—Customizing an existing regimen

Modify your copy of the regimen as needed. For example, use the drop-down list to select the appropriate cancer type. In the Summary field, edit the information on dosing, schedule and route. Then click into the chemotherapy table to add, edit or remove chemotherapy agents. You can also add citation information to your Custom Regimen.

Save your changes at any time by clicking the *Apply* button or click *OK*, if you have no further changes to make. Once the new regimen has been saved, it will appear in the Regimen Library. On the Regimen Setup Dialog custom regimens are identified with a red asterisk to help you distinguish them from the Predefined Regimens included with the Survivorship Care Plan Builder.

CREATING A NEW REGIMEN FROM SCRATCH

If you prefer to create your own regimen from scratch you can do so. The process is nearly the same as [customizing an existing regimen](#); the difference is that you will have no starting values to work from.

Begin by selecting the *Add a new regimen* button from the Regimen Setup Dialog. When you have completed entering the data for the new regimen, select *OK* to save your changes or *Cancel* to throw away your changes.



Regimen Editor

If you use regimens that are not currently included in the Survivorship Care Plan Builder, you can add them here. Fill out or edit the fields below. Required fields are in yellow.

Regimen name:

Cancer type:

Summary:

Citation:

Enter chemotherapy agents:

Name	Alternate name
*	

OK Cancel Apply

Figure 6. The Regimen Editor Dialog—Creating a new regimen

DELETING REGIMENS FROM THE REGIMEN LIBRARY

You may only delete new or custom regimens from the Regimen Library. (New and custom regimens are identified with a red asterisk.)

To delete a new or custom regimen from the library select that regimen and then click on the *Delete regimen* button. When asked to confirm the deletion select the *Yes* button.

Please Note: You cannot “undo” this operation. Once the regimen has been deleted it is permanently removed from the program. The only way to add it back again is to re-create it.

PREVIEWING A REGIMEN

To view a summary description of a regimen, select the regimen from the Regimen Library and then click the *Preview regimen* button. A new window will appear with the details of the selected regimen.

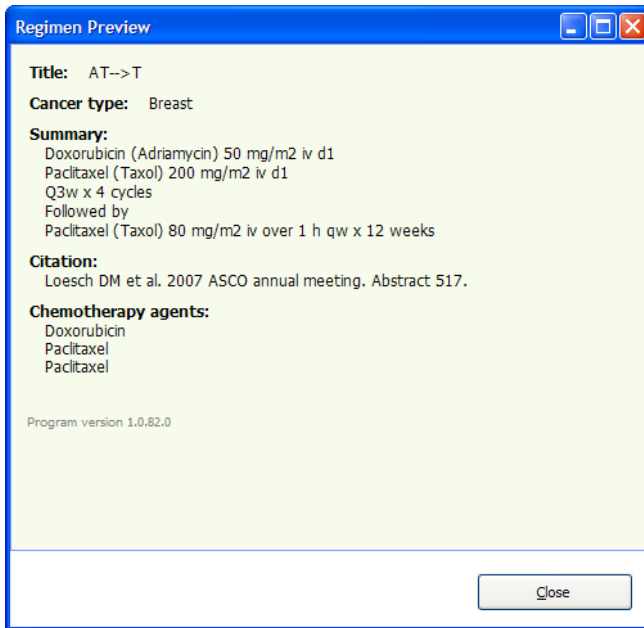


Figure 7. The Regimen Preview Window

When you have finished reviewing regimen details, click the *Close* button in the Regimen Preview Window.

Tip: If you leave the Preview Window open and select another regimen in the Regimen Setup Dialog, the newly selected regimen will appear in the Preview Window. You do not have to close the Regimen Preview Window to preview another regimen.



Setting Preferences

The Survivorship Care Plan Builder has a several preferences which can be changed by the user at any time. They are set in the Preferences Dialog, which can be launched from either the *Preferences* icon on the Tools sidebar, or from the Tools menu. The Preferences Dialog is shown below.

Once you have set the preferences as desired, select the *OK* button to save your changes and close the Preferences Dialog. Alternatively you can also select the *Cancel* dialog to throw away your changes and close the Preferences Dialog, or the *Apply* button which will save and apply your changes but will not close the Preferences Dialog.

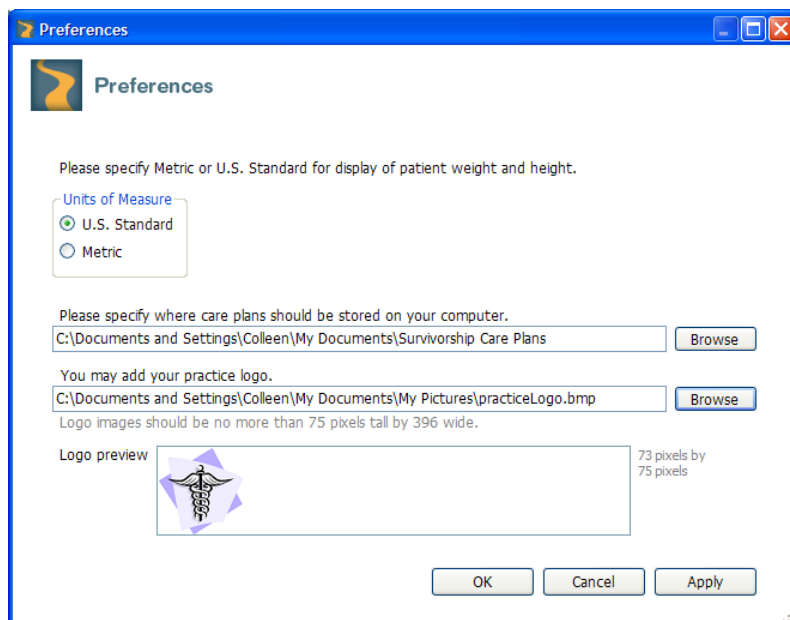


Figure 8. The Preferences Dialog

CHANGING THE UNIT OF MEASURE

You can specify whether you want to enter patients' height and weight in U.S. Standard measurements (inches and pounds) or in Metric measurements (centimeters and kilograms). Click on the appropriate button to make your choice. The default is U.S. Standard.

CHANGING WHERE SURVIVORSHIP CARE PLANS ARE STORED

You can store your Survivorship Care Plans anywhere you like on your computer or on a network drive connected to your computer. By default, all Survivorship Care Plans are saved in a folder called *Survivorship Care Plans*, which can be found in My Documents.

To change the default folder for Survivorship Care Plans, enter the path to your chosen directory in the text box or use Windows Explorer to locate an existing directory by clicking the Browse button.



ADDING YOUR PRACTICE LOGO TO SURVIVORSHIP CARE PLANS

You can add your practice logo to the printed or PDF version of your Survivorship Care Plans. To do so, simply enter the location of your logo image file into the field at the bottom of the Preferences Dialog. You can also use Windows Explorer to locate your logo by selecting the *Browse* button.

Please note: Your logo image should be no larger than 75 pixels tall by 396 pixels wide and should be formatted as a JPG, PNG, GIF, or BMP file type.

The image will display in the Logo preview window, showing you how your logo will fit into the available space. The border of the Logo preview window shows the size of the available space. If the image is smaller than the available space, the additional space is filled with white. If the image is too large it will be clipped to fit into the available space.

The dimensions of the image you select will appear to the right of the Logo preview window.

Once selected, your logo will replace the Journey Forward “Cancer Survivorship Care Plan” logo in the upper left corner of printed or PDF Survivorship Care Plans.



Getting Help and Checking for Updates

ACCESSING THE USER GUIDE

To get help using the Survivorship Care Plan Builder, select *User Guide* on the Tools Sidebar or from the Help Menu.

CHECKING FOR PROGRAM UPDATES

If your computer is connected to the Internet, you can check for updates to the Survivorship Care Plan Builder at any time. Click the Help Menu and select *Check for Updates*. A dialog will appear, letting you know if any updates were found, and prompting you to download and install them if applicable.

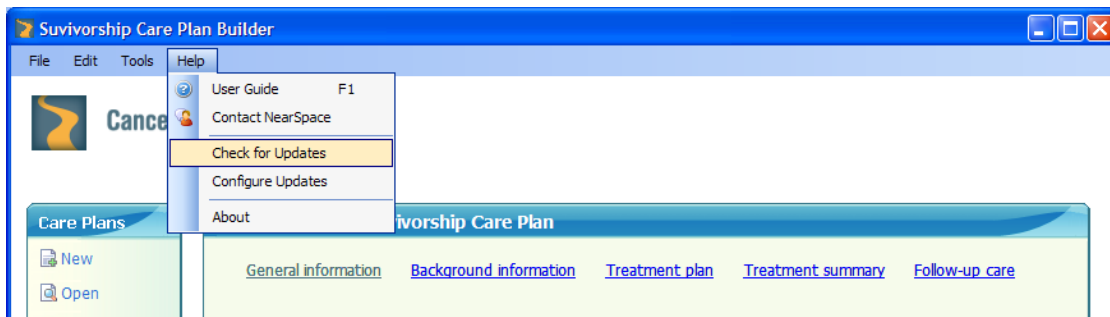


Figure 9. Checking for Survivorship Care Plan Builder Updates

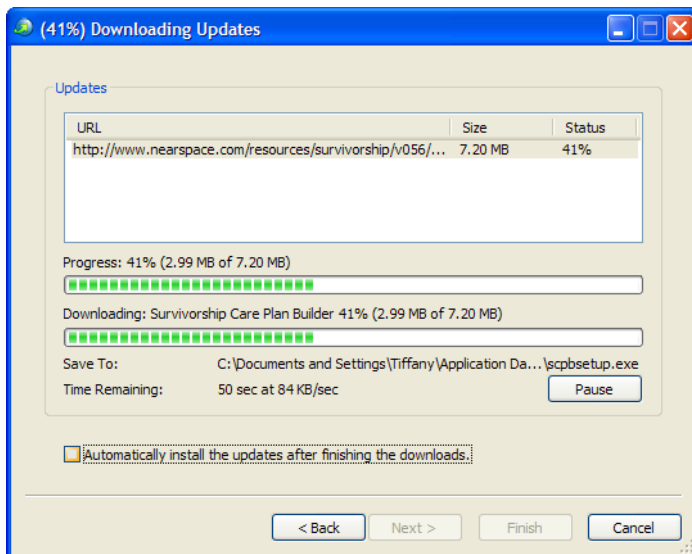


Figure 10. Downloading Survivorship Care Plan Builder Updates



CHANGING AUTOMATIC UPDATE SETTINGS

By default, the Survivorship Care Plan Builder is set up to automatically check for updates every 2 days. To change this setting, go to the Help Menu and select *Configure Update*.

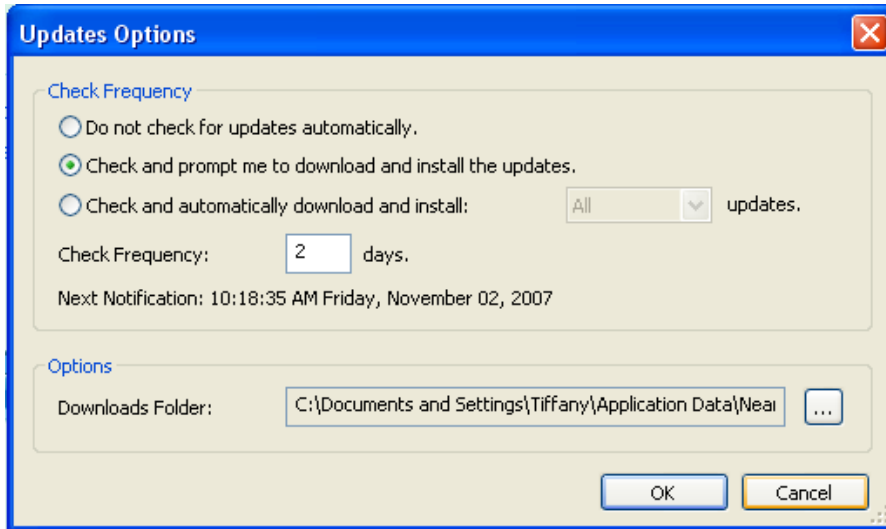


Figure 11. Changing the Automatic Update Settings



Appendix A: Optional Survivorship Care Plan Appendices

You can customize individual Survivorship Care Plans with the following appendices.

BREAST CANCER-SPECIFIC APPENDICES

ASCO SURVEILLANCE GUIDELINES (FOR BREAST CANCER)

Medical history and physical (H&P) examination

Visit your doctor every three to six months for the first three years after the first treatment, every six to 12 months for years four and five, and every year thereafter.

Post-treatment mammography

Schedule a mammogram one year after your first mammogram that led to diagnosis, but no earlier than six months after radiation therapy. Obtain a mammogram every six to 12 months thereafter.

Breast self-examination

Perform a breast self-examination every month. This procedure is not a substitute for a mammogram.

Pelvic examination

Continue to visit a gynecologist regularly. If you use tamoxifen, you have a greater risk for developing endometrial cancer (cancer of the lining of the uterus). Women taking tamoxifen should report any vaginal bleeding to their doctor.

Coordination of care

About a year after diagnosis, you may continue to visit your oncologist or transfer your care to a primary care doctor. Women receiving hormone therapy should talk with their oncologist about how often to schedule follow-up visits for re-evaluation of their treatment.

Genetic counseling referral

Tell your doctor if there is a history of cancer in your family. The following risk factors may indicate that breast cancer could run in the family:

- Ashkenazi Jewish heritage
- Personal or family history of ovarian cancer
- Any first-degree relative (mother, sister, daughter) diagnosed with breast cancer before age 50
- Two or more first-degree or second-degree relatives (grandparent, aunt, uncle) diagnosed with breast cancer
- Personal or family history of breast cancer in both breasts
- History of breast cancer in a male relative



Not Recommended: The following tests are not recommended for routine breast cancer follow-up: breast MRI, FDG-PET scans, complete blood cell counts, automated chemistry studies, chest x-rays, bone scans, liver ultrasound, and tumor markers (CA 15-3, CA 27.29, CEA). Talk with your doctor about reliable testing options.

ASCO® Survivorship Care Plan Surveillance Guidelines. ©2008 American Society of Clinical Oncology®.

SYMPTOMS TO WATCH FOR (FOR BREAST CANCER)

Patient should report these signs and symptoms if persistent:

- Abdominal pain
- Arm swelling
- Bone pain
- Chest pain
- Fractures
- Hot flashes or other menopausal symptoms
- New lumps
- Palpitations
- Persistent headaches
- Shortness of breath or difficulty breathing
- Swelling in legs

ASCO® Survivorship Care Plan Surveillance Guidelines. ©2008 American Society of Clinical Oncology®.

POTENTIAL LATE-EFFECTS OF CANCER TREATMENT (FOR BREAST CANCER)

You may experience the following effects after cancer treatment.

- **Surgery:**
Numbness, weakness, pain, loss of range of motion (ROM), or arm swelling (lymphedema).
- **Chemo/Biotherapy:**
Fatigue, ovarian failure with associated menopausal symptoms, neuropathy, cognitive dysfunction, weight gain, psychological distress, and sexual dysfunction; increased risk of leukemia (after anthracycline based therapy), osteoporosis from premature ovarian failure, increased risk of cardiac dysfunction secondary to anthracycline and/or trastuzumab.
- **Radiation:**
Breast pain, fibrosis, telangiectasia, atrophy, poor cosmetic outcome.
- **Hormone therapies:**
Tamoxifen—hot flashes, increased risk of blood clots, uterine cancer, and stroke. Aromatase inhibitors—increased risk of osteoporosis and fracture.

Patricia A. Ganz and Erin E. Hahn, J Clin Oncol 26: 759-767.



COLON CANCER-SPECIFIC APPENDICES

ASCO SURVEILLANCE GUIDELINES (FOR COLON CANCER)

During the first three years following treatment ASCO recommends:

- Doctor's visits every 3-6 months
- Carcinoembryonic antigen (CEA) Test every 3 months (CEA testing is not recommended during the administration of adjuvant chemotherapy.)
- CT Scan of chest and abdomen every year if recommended by doctor (Recommended for high-risk patients)
- Counseling visits every 3 to 6 months

A colonoscopy should be done around the time of surgery. If the examination shows no signs of a recurrent tumor or polyps, a colonoscopy should be done at 3 years, and if normal, every 5 years thereafter. Acceptable to wait 3 years for follow-up if the pre- or perioperative colonoscopy examined the entire colon.

After 5 years, the need for future tests and visits are decided by the patient and doctor.

The following tests are not currently recommended by ASCO for regular follow-up care because there is not enough scientific evidence to support a recommendation:

- A complete blood count (CBC) test or liver function tests
- A fecal occult blood test, which is a test that looks for blood in the stool

ASCO® Survivorship Care Plan Surveillance Guidelines © 2008 American Society of Clinical Oncologists.

SYMPTOMS TO WATCH FOR (FOR COLON CANCER)

Patient should report these signs and symptoms if persistent:

- Blood in stool
- Abdominal pain
- Change in bowel habits
- Cough that doesn't go away
- Bone pain
- New lumps
- Nausea lumps
- Vomiting
- Loss of appetite
- Weight loss
- Fatigue

Patricia A. Ganz and Erin E. Hahn, J Clin Oncol 26:759-767.



POTENTIAL LATE EFFECTS OF CANCER TREATMENT (FOR COLON CANCER)

You may experience the following effects after cancer treatment.

- **Surgery:**
Bowel problems, such as diarrhea, fecal leakage/incontinence, constipation, bowel obstruction, hernia, pain, colostomy, sexual dysfunction, psychological distress
- **Radiation:**
Fatigue, scarring, bowel obstruction, rectal or bladder irritation.
- **Chemo/Biotherapy:**
Fatigue, peripheral neuropathy.
- **Patient should report these signs and symptoms if persistent:**
Diarrhea, constipation, pain with urination, erectile dysfunction, painful intercourse, infertility, numbness or tingling in hands or feet.

ASCO® Survivorship Care Plan Surveillance Guidelines © 2008 American Society of Clinical Oncologists.

RESOURCES FOR PHYSICIANS

Late Effects of Cancer Treatment and Survivorship: Strategies for Primary Care and Oncology Care Providers

A free online Continuing Medical Education (CME) Program available through September 2009, providing 3.0 AMA PRA Category 1 Credits. This educational program has been designed to promote understanding regarding late effects of cancer treatment and survivorship and their role in the long-term surveillance in order to reduce adverse health outcomes of cancer Survivors.

<http://www.cemedicus.com/cancersurvivorship>

Click "Launch Activity" link to begin the activity.

Cancer Care for the Whole Patient: Meeting Psychosocial Health Needs – October 2007

The report by the Institute of Medicine studies the delivery of psychosocial services to cancer patients and their families and identifies ways to improve it.

<http://www.IOM.edu>

Cancer Survivorship Care Planning – November 2005

A report by the Institute of Medicine, based on From Cancer Patient to Cancer Survivor: Lost in Translation, 2006, details the elements of a survivorship care plan as well as frequent questions Survivors may ask.

<http://www.IOM.edu>



From Cancer Patient to Cancer Survivor:

Lost in Transition Report Recommendations – November 2005

The recommendations in this report, taken from the Institute of Medicine's report, *From Cancer Patient to Cancer Survivor: Lost in Transition*, are directed to cancer patients and their advocates, health care providers and their leadership, health insurers and plans, employers, research sponsors, and the public and their elected representatives.

<http://www.IOM.edu>

American Society of Clinical Oncology® Chemotherapy Treatment and Summary Templates

Developed by volunteer oncologists, these treatment plan and summary templates for breast and colon cancer can be downloaded in a modifiable format allowing oncologists to customize and adapt them to suit their own practices.

<http://www.ASCO.org>

Children's Oncology Group Long-Term Follow-Up Guidelines for Survivors of Childhood, Adolescent and Young Adult Cancers

These guidelines provide recommendations for screening and management of late effects that may potentially arise as a result of therapeutic exposures used during treatment for pediatric malignancies. They were developed as a resource for clinicians who provide ongoing healthcare to survivors of pediatric malignancies. The screening recommendations in these guidelines are appropriate for asymptomatic survivors of childhood, adolescent, or young adult cancer presenting for routine exposure-based medical follow-up.

<http://www.survivorshipguidelines.org>

RESOURCES FOR PATIENTS

American Cancer Society (ACS) Guidelines on Nutrition and Physical Activity for Cancer Prevention

Updated every five years, this document is a short version of the ACS Nutrition and Physical Activity Guidelines. It includes how to maintain a healthy weight and how to stay active.

<http://www.Cancer.org>



CancerCare

CancerCare is a national nonprofit group that gives free support services to those affected by cancer: people with cancer, caregivers, children, loved ones and those who have lost loved ones. These programs include counseling, education, financial and practical help. They are given at no cost by trained social workers. Founded in 1944, CancerCare helps more than 91,000 people each year. And each year, as many as 1.6 million people visit the website to learn more and find resources.

Call 1-800-813-HOPE (4673), send an e-mail to info@cancercares.org, or visit the website at <http://www.cancercares.org>.

Cancer.Net™

Cancer.Net™ is the award-winning patient information website of the American Society of Clinical Oncology® (ASCO). ASCO® is the world's leading professional organization representing physicians of all oncology subspecialties who care for people with cancer. This website provides timely, oncologist-approved information to help patients and families make informed health-care decisions. All content is subject to a formal peer-review process by more than 150 medical, surgical, radiation, and pediatric oncologists, oncology nurses, social workers, and patient advocates. In addition, ASCO® editorial staff reviews the content for easy readability. Cancer.Net™ is reviewed on an annual basis or as needed.

<http://www.Cancer.Net>

Employee Assistance Program (EAP)

This service is offered, for the most part, through large employer groups. EAPs help employees and their families deal with issues such as:

- Short and long-term disability
- Personal and emotional concerns
- Legal and financial advice

EAPs can give access without barriers to an open network of community resources and licensed mental health counselors. Employee contact with the EAP is kept private. To learn more, ask your employer about your company's EAP.

Facing Forward: Life After Cancer Treatment

Written by the National Cancer Institute, this booklet shares the feelings and feedback that many people have after cancer treatment. It also offers tips to help people get through this time.

<http://www.cancer.gov>



From Cancer Patient to Cancer Survivor: Lost in Transition - video

This short film by the Institute of Medicine features the stories of cancer survivors and supports the need for a Survivorship Care Plan.

<http://www.IOM.edu> or <http://www.youtube.com>

Heal: Living Well After Cancer

Cancer survivors can use the information in this pamphlet for the rest of their lives from the day treatment ends. Topics include:

- Cancer's after-effects
- Financial security
- Best nutrition and fitness
- Working after cancer
- Faith and belief after cancer
- Insurance strategies

<http://www.healtoday.com>

The LIVESTRONG™ Survivorship Center of Excellence

LIVESTRONG™ Survivorship Center of Excellence is funded by the Lance Armstrong Foundation (LAF). These centers:

- Help people living with cancer deal with the emotional, practical and physical issues they will face.
- Serve as a one-stop source of information, care and service for cancer survivors, family members and service providers.

Centers Include:

Abramson Cancer Center, University of Pennsylvania, Philadelphia, PA, 215-615-3371

Dana-Farber Cancer Institute, Boston, MA, 617-632-5100

Fred Hutchinson Cancer Research Center, Seattle, WA, 206-667-2814

Memorial Sloan-Kettering Cancer Center, New York, NY, 212-639-2581

Ohio State University Comprehensive Cancer Center – James Cancer Hospital and Solove Research Institute, Columbus, Ohio, 614-293-6401

UCLA's Jonsson Comprehensive Cancer Center, Los Angeles, CA, 310-206-1404

University of Colorado Cancer Center, Denver, CO, 303-239-3397

University of North Carolina Lineberger Comprehensive Cancer Center, Chapel Hill, NC, 919-966-7230



National Center for Complementary and Alternative Medicine (NCCAM)

NCCAM is the federal government's lead agency for scientific research on complementary and alternative medicine (CAM). The mission of NCCAM is to:

1. Explore healing practices in the context of science.
2. Train medical researchers.
3. Spread information to the public and professionals.

Call 1-888-644-6226, send an e-mail to info@nccam.nih.gov or visit the website at <http://nccam.nih.gov>

National Coalition for Cancer Survivorship (NCCS)

NCCS is the oldest survivor-led cancer advocacy organization in the country. Members advocate for quality cancer care for all Americans and empowering cancer survivors. Patient education also is a priority for NCCS, which offers the Cancer Survival Toolbox®. This award-winning audio set is provided to Survivors, caregivers and clinicians at no cost. NCCS believes access to credible and accurate patient data is vital to asking for and getting quality cancer care.

Call 1-888-650-9127 or visit the website at <http://www.canceradvocacy.org>.

Northern California Cancer Center (NCCC)

The NCCC is a nonprofit group that works with researchers, patients, educators, community based groups and academic centers. The NCCC is committed to preventing cancer and improving the quality of life for those living with cancer.

The NCCC studies:

- The causes of cancer
- Cancer survivorship
- Cancer screening

The NCCC manages:

- A statewide breast and cervical cancer referral service for low-income women.
- A statewide NCI-Cancer Information Service Partnership Program that focuses on improving outcomes that have to do with cancer. (This is done mainly in places where people may not be getting the medical care they need).
- A community education program for patients and families, the general public and health care providers.

Call 1-510-608-5000 or visit the website at <http://www.nccc.org>.



The Wellness Community

This is a global nonprofit group that gives support, education and hope to people with cancer and their loved ones. They can learn vital skills that let them regain control, reduce isolation, and restore hope by taking part in professional-led support groups, workshops, nutrition and exercise programs, as well as stress reduction classes. All programs are free.

Call 1-888-793-WELL send an e-mail to help@thewellnesscommunity.org or visit the website at <http://www.thewellnesscommunity.org>.

As of this October 2008, all resource URLs are current. In the event of any changes, you can find the most recent information at JourneyForward.org.



**Regulatory Code: 9309100
9/2008**