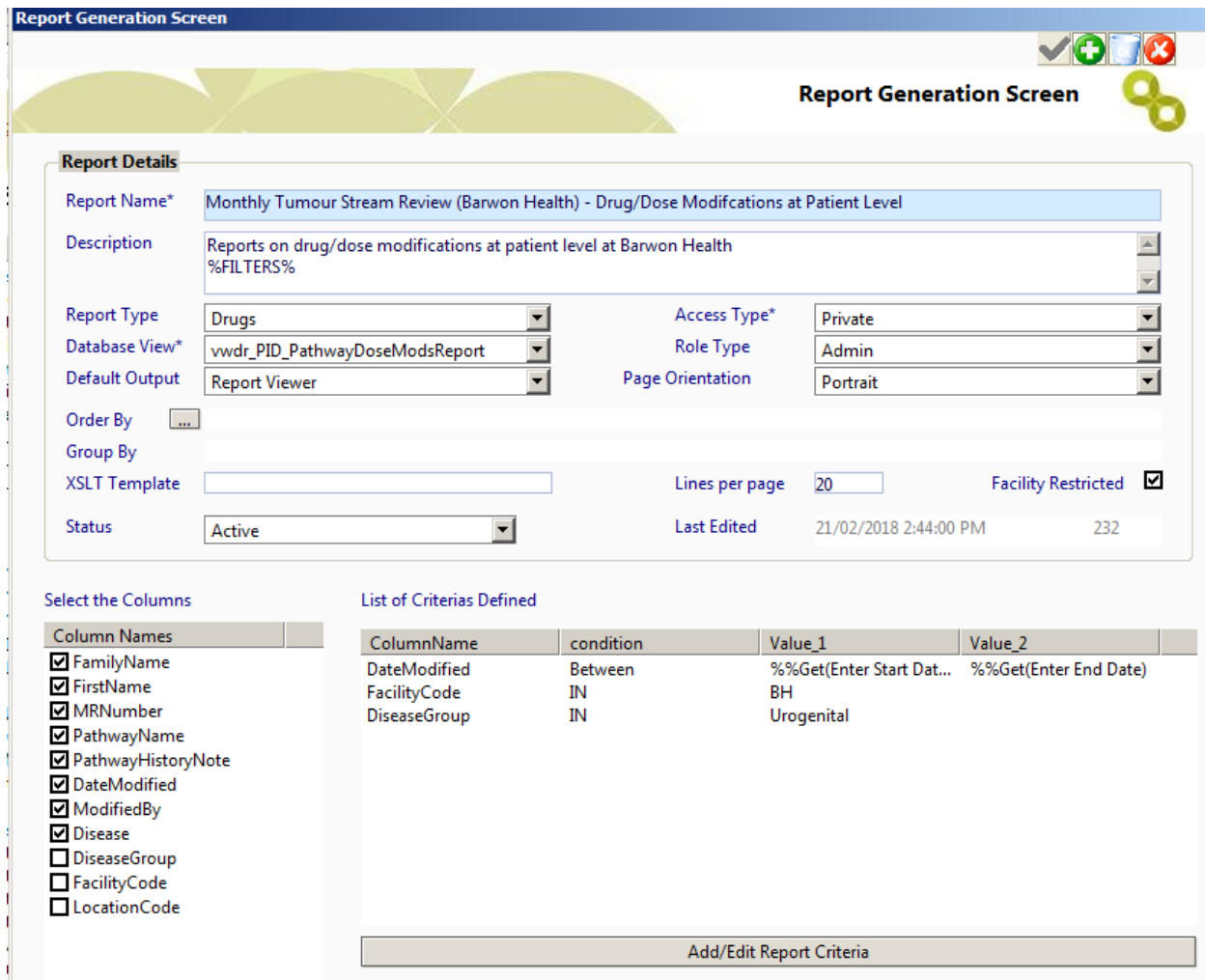**Instructions for generating CHARM variation report v1.1**

Last updated: 10/02/20

Method: Using the report generation feature of CHARM, please configure as per the below screen.

Note:

- The order of selecting the columns (clicking the checkboxes) will influence the order that they are reported in the final report. The macros are currently set up to match with the order DateModified, MRNumber, FamilyName, FirstName, Diseases, PathwayName, PathwayHistoryNote and ModifiedBy
- The use of the condition "equals" (or "like" will allow for close matches) instead of "IN" will potentially remove delays in the CHARM program when changing the DiseaseGroup. ("IN" will test for being part of the text in the field, "equals" will require an exact match and "like" will allow similar results to be used.

- The *DiseaseGroup* is modified for each tumour stream (with Urogenital listed as an example). It will depend on health service internal definition and labelling of tumour streams.
- The *FacilityCode* will need to be changed to match internal labelling of the health service.

Next step:

- Access the VicTAG Chemotherapy Audit Toolkit CHARM tool and follow the instructions on the "Instructions for Use" tab

Limitations:

- The report does not always give protocol and varied dose, negating any attempt to filter by % (e.g. only report dose variations >5%)
- The report will produce information on any cycle and medication altered. The VicTAG CHARM tool will automatically filter for supportive care, if the "Excluded Terms" worksheet is up to date and includes all desired terms.
- The tool contains a toggle on the "Instructions for use" worksheet that allows for selection of Cycle 1 or All Cycles. Please ensure this toggle is selected to the desired setting before processing data, otherwise the filtering may need to be manually reset.
- The tool is currently dependent on the order of the output fields being maintained to enable the automatic filter to function correctly. The formulas can be edited if you are confident in using Excel.

Tips and tricks

- Please check the Excluded Terms list in the tab with the same name to see if it matches up with supported therapy terms used in your health service. Modifying this list to match terms that should be excluded will make the automatic filtering step more efficient. Add terms by replacing "Palonosetron" from Row 33 downwards (Don't delete the content of these cells otherwise the filtering will not work).
- The "Data Analysis" tab provides some basic statistics on variations, such as variations in total, variations excluded, including broken down by stage, and variations sent on to further consideration (unfortunately, CHARM report does not provide information on how many cycles/drugs were checked as part of running the report, so an incidence rate cannot be determined).
- If a particular protocol turns up frequently in the report, the protocol may need to be reviewed to ensure that it is being used as intended or can be modified to suit prescriber intention to minimize the need for variations.

Please direct queries or feedback about the tool (including operation and optimisation) to Shaun O'Connor at projectmanager@victag.org.au or cancerplanning@dhhs.vic.gov.au