



European
Reference
Network



USER GUIDE

Meeting within CPMS

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Author: Pr. A. Arzimanoglou, ERN EpiCARE Coordinator & Ms. N. Openshaw-Lawrence, ERN EpiCARE E-Learning and Data Manager

EUROPEAN REFERENCE NETWORKS
FOR RARE, LOW PREVALENCE AND COMPLEX DISEASES

Share. Care. Cure.



INTRODUCTION




Case discussions are an integral role of European Reference Networks (ERN) and are in line with the European Commission's directive.

The Clinical Patient Management System (CPMS) is utilised to perform these case discussions. This is an online secure, encrypted platform to gather the information of these cases and allow for free-flowing discussion amongst the experts within the ERN. The use of this platform by the ERN is used by the EU as a key performance indicator and therefore it is imperative that this platform is appropriately used by all members.



EpiCARE uses CPMS for discussions and these must be submitted to the platform by ERN members. If the referring physician is not a member of the ERN then they must liaise with a member in order for their case to be discussed.

GUIDELINES

How to join a meeting

- Sign into CPMS <https://cpms.ern-net.eu/login/> (if this is the first time you will have to create an account please contact Nicola for the guidelines n-openshaw.lawrence@epi-care.eu)
- On the dashboard locate upcoming Meetings tab and open this
- Click the "Join Meeting" button to join the meeting.
 - The countdown timer will become active 5 minutes before the meeting start time and can be used to join the meeting earlier than the official start time.
 - The meeting opens in a new browser tab.
 - Depending on the browser settings, confirmation of use of camera and microphone may be required.
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- The first two icons in the toolbar can be used to turn the camera and microphone on or off. The color of the icon and the text will change depending on the state.
- The toolbar at the top of the page can be used to change how the participants are displayed.
 - Use the View menu to switch between Compact and Comfortable depending on the number of participants.
 - Use the ← and → arrows to move between pages of participants.
- The  icon can be used to share the screen. See the Sharing the Screen section below for details.
- The  icon can be used to chat with other meeting participants. This is an in-meeting chat and is not saved with the meeting.
- The  icon can be used to show or hide the list of meeting participants.
- Click the red Leave button to leave the meeting.


If you are the meeting host or moderator, then you will have two extra icons available:

- The  button can be used by the Host or Moderator to mute all participants.
- The  icon can be used to start/stop a recording of the meeting screen.

Sharing the screen



Selected windows on the user's screen can be shared with other meeting participants.

- Click the  Share screen icon to start sharing the screen.

- Select the screen, window, or browser tab share.
- Click Share/Allow to show the window to the other meeting participants.
- Click the  Stop sharing icon to finish sharing the screen.
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Recording a meeting

The meeting can be recorded for archiving and future reference – this is particularly useful when screen sharing is in progress.

- Click the Record icon  to start a recording the meeting activity.
- A “ Archiving on” message will be displayed in the bottom left corner of the meeting window to indicate recording is in progress.
 - The recording will be available for viewing a few minutes after all participants have left the meeting, however the time taken for this to be available depends on how long the meeting was and may take several minutes.

Viewing a meeting recording

If screen recordings were made during the meeting, an additional tab, “Recordings” will be available. Details of all recordings made during the meeting will be displayed.

- Working on the Meeting Details page, click the Recordings tab to view details of recordings made during the meeting
- Click Play to view/start watching a recording.
 - A toolbar with options to control the progress, volume and screen size is shown with each recording.

Post meeting outcome and panel close

Panel leads should summarise the outcome on the meetings page directly post meeting.

- Within the panel
 - In the contributions/outcome tab scroll to outcome
 - Select “edit”
 - Write outcome of the panel and select “save”
 - Select “sign-off” and select again in the next screen
 - At the top of the main panel screen select “close Panel”
- An outcome document can be downloaded for the referring doctor and patient notes.

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