

# **Community Controlled Organisations**

## Guide to ordering and issuing bowel cancer screening kits

### ACCESSING THE PORTAL

- Create a PRODA account (if you do not currently have an account). This is required to access the National Cancer Screening Register Healthcare Provider Portal (HPP).
- Sign in to PRODA and click on the National Cancer Screening Register HPP tile to gain access.
- Healthcare professionals without MPN, STAN, or RIN number (e.g nurse) require approval from the primary healthcare provider (e.g GP) to access the HPP, this is known as delegation access.
- Log in to the NCSR HPP.

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### STAFF ORDER KITS

- Click the 'iFOBT Bulk Order' button (top of the screen).
- Click Start order.
- Fill in the following details:
- Clinic details
- How many kits you would like to order
- How many kits you currently have in stock.
- Click next.
- Confirm order and click submit.

#### <u>Please note:</u>

Healthcare providers must have undertaken training before ordering kits. This can be accessed via the NACCHO website or contact the NACCHO Cancer team for further information on 02 6246 9348.

The recommended number of kits per order is 30.

If you would like to order more than 30 kits you will be asked to select a reason for the order. This helps the National Cancer Screening Register understand how large orders of kits will be used.

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### STAFF ISSUE KITS

- Search the community members name in the portal.
- Select 'choose a form Alternative Access Model (issue/re-issue kit)'.
- Confirm community member details and update if required (including healthcare provider details).
- Select reason for issuing kit (e.g. initial kit, replacement kit).
- Review Participant Details Form.
- Submit and print the
   Participant Details Form and
   ask the community member to:
  - ✓ complete the dates they collect their samples
  - ✓ sign the form
  - put the form and completed samples in the reply-paid envelope.

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# COMMUNICATING RESULTS TO COMMUNITY MEMBER

- Community members will receive results in around four weeks.
- The ACCHO staff member will have access to the results through the HPP.

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### RE-ORDERING KITS

- ACCHOs can order additional kits through the HPP.
- Maximum 100 kits can be ordered through the HPP, contact NCSR for additional kits.

**EVALUATION &** 

MONITORING

Data collected through PIMS will contribute towards Continuous Quality Improvement (CQI):

 % of community members who are under screened versus screened.

