



SOP

Starting a patient panel, but you will not be the panel lead

Purpose: to have created a new patient panel with a filled consultation form and invited experts and have designated a panel lead

- ☐ Obtain/gain informed consent (consent for care (obligated), consent for ERN databases and registries, consent to be contacted for research);
- ☐ Login to the CPMS
- ☐ Enroll patient or go to previously enrolled patient;
- ☐ Open new panel;
- ☐ Fill in consultation request;
 - Decide if urgency is required for this panel;
 - Write a clear consultation request description
 - Fill in who is the panel lead
 - Choose associated ERN and/or Main Thematic Group;
- ☐ Fill in consultation form with all the relevant information, upload files if needed;
- ☐ Decide which and how many experts you need
- ☐ Invite panel members (if needed ask coordinator assistance)
- ☐ Schedule a video meeting