



## ROSEIS User Manual

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## How to have access to ROSEIS?

Everyone has access to ROSEIS, particularly the educational resources it offers via <https://roseis.estro.org/> or ESTRO webpage [here](#)

Screenshot 1

### ROSEIS

HOME ABOUT US EDUCATIONAL MATERIAL SPOTLIGHT CASES USEFUL LINKS CONTACT

In the *Home* section, under *What is ROSEIS*, you will also find a video titled Introduction to ROSEIS.

## How to log in to ROSEIS?

In order to submit or read a report, software alert, cyberthreat, you will need to log in via the ESTRO webpage [here](#)

Screenshot 2

INCIDENTS REPORT AN INCIDENT SOFTWARE ALERTS CYBERTHREATS REPORT A SOFTWARE ALERT REPORT A CYBERTHREAT

### ROSEIS

HOME ABOUT US EDUCATIONAL MATERIAL SPO

### You have an ESTRO account

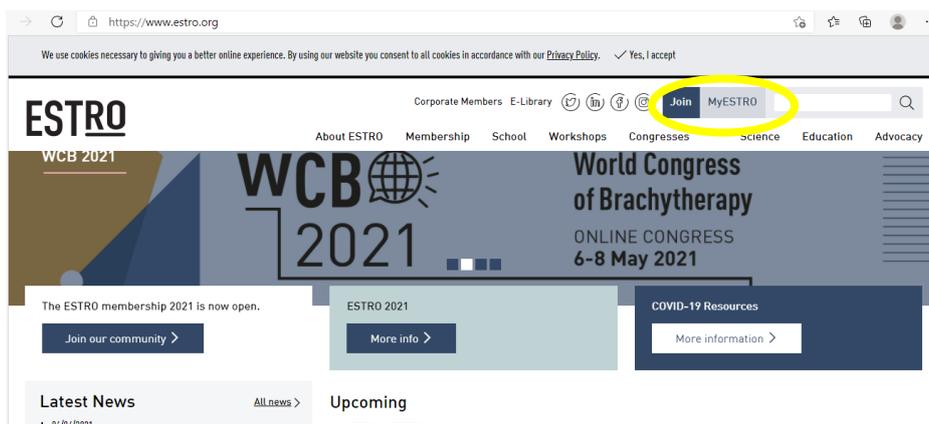
If you have an ESTRO account, both members and non-members can access the ROSEIS sections listed above by logging to your account into the [ESTRO website](#) and following these steps:

1. Go to the *Resources* section.
2. Click on *ROSEIS*. Your account will be automatically authenticated for access.
3. You can now choose to Read or Report.

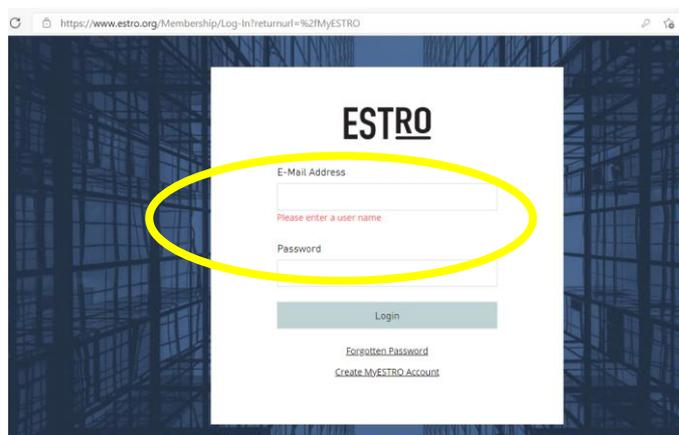
### You do not have an ESTRO account yet

Click on [here](#) and then on *Create MyEstro Account*. Once your account is set up, you can follow the steps of *How to log in to ROSEIS?*

Click on *MyESTRO* and enter your *MyESTRO* credentials



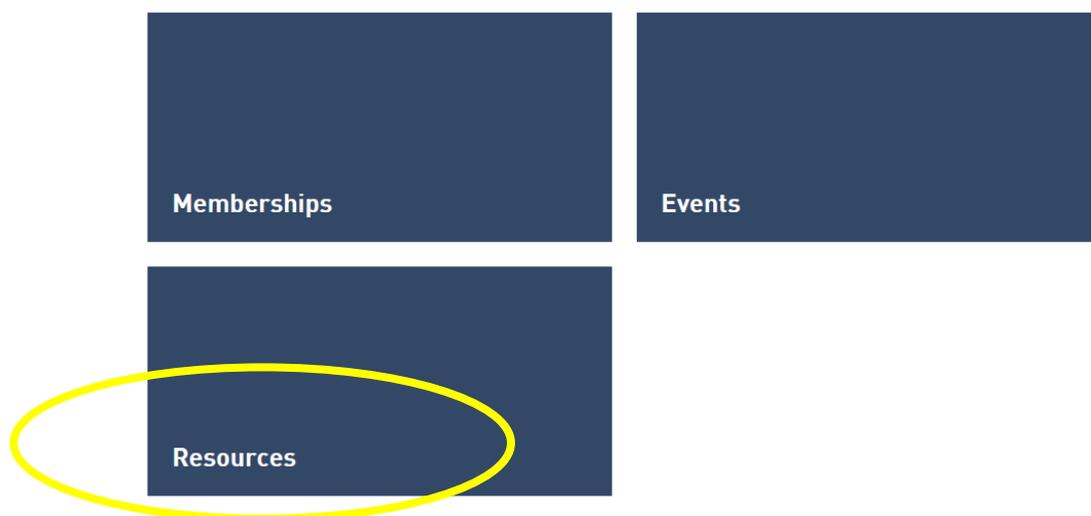
Screenshot 3



On the web *Welcome to MyESTRO*, you will have then to click on *Resources*.

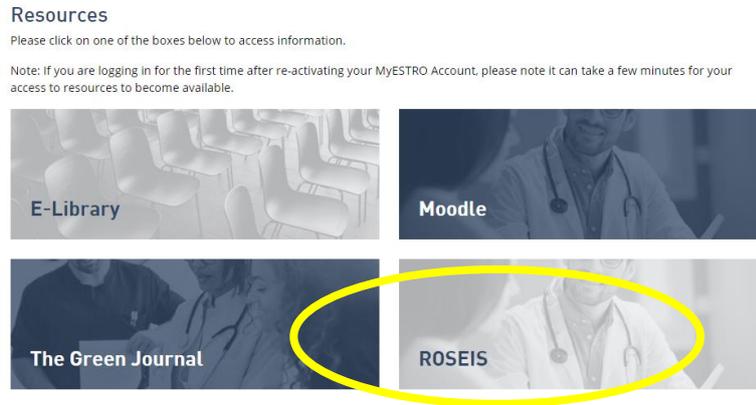
Screenshot 4

## Welcome to MyESTRO



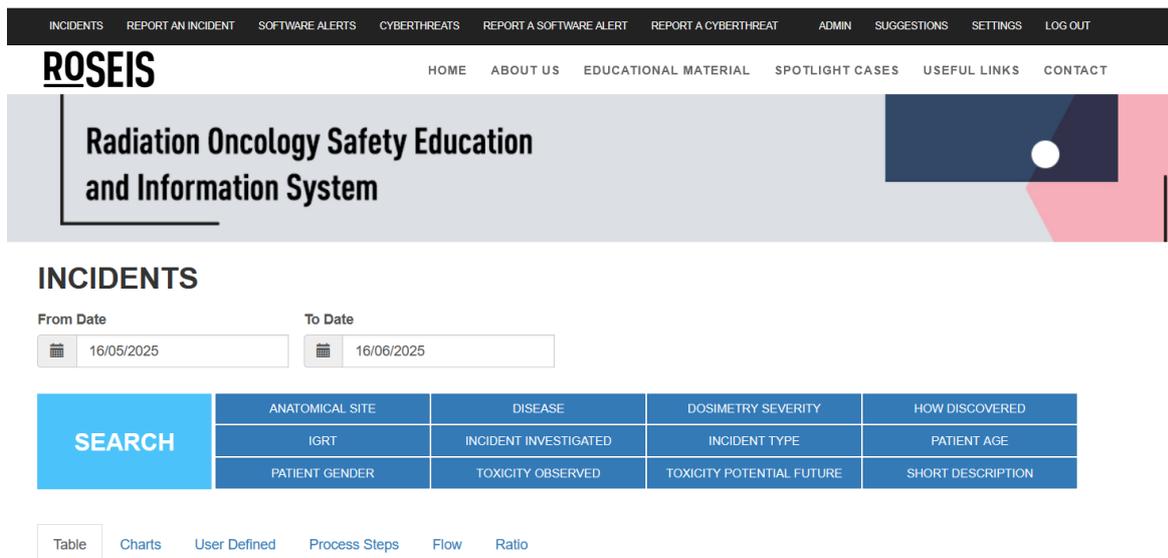
Click on *ROSEIS* section

Screenshot 5



You have reached the ROSEIS reporting system.

Screenshot 6



## How to search for an incident or near incident?

The search function contains only reports that have been approved by the local administrator. The *Incidents* page has multiple search option tabs which allow you to refine your search to an area of interest.

Screenshot 7

SEARCH	ANATOMICAL SITE	DISEASE	DOSIMETRY SEVERITY	HOW DISCOVERED
	IGRT	INCIDENT INVESTIGATED	INCIDENT TYPE	PATIENT AGE
	PATIENT GENDER	TOXICITY OBSERVED	TOXICITY POTENTIAL FUTURE	SHORT DESCRIPTION

Selecting a specific search tab will bring you to a drop-down list where you can further refine your selection. In each criterion tab, there is a scroll-down list which allows you to select multiple sub-criteria for your search. e.g., Head/Neck and IGRT.

Screenshot 8

SEARCH	ANATOMICAL SITE	DISEASE	DOSIMETRY SEVERITY	HOW DISCOVERED
	IGRT	INCIDENT INVESTIGATED	INCIDENT TYPE	PATIENT AGE
	PATIENT GENDER	TOXICITY OBSERVED	TOXICITY POTENTIAL FUTURE	SHORT DESCRIPTION

Anatomical Sites

Abdomen x Anatomical Sites

- Breast
- CNS
- Extremities
- Genitals
- Head/neck
- Pelvis
- Skin
- TBI
- Thorax

Screenshot 9

From Date: 06/03/2021 To Date: 06/04/2021

SEARCH	ANATOMICAL SITE	DISEASE	DOSIMETRY SEVERITY	HOW DISCOVERED
	IGRT	INCIDENT INVESTIGATED	INCIDENT TYPE	PATIENT AGE
	PATIENT GENDER	TOXICITY OBSERVED	TOXICITY POTENTIAL FUTURE	SHORT DESCRIPTION

Disease:

Dosimetry Severity:

How Discovered:

Incident Investigated:

Incident Type:

Patient Age:

Patient Gender:

Toxicity Observed:

Toxicity Potential Future:

Short Description:

Note that every time you want to add a sub-criterion you will need to move the cursor out of the box- here the *patient age* box- and then replace the cursor in the *patient age* box to see the

full list of the different age ranges. Or you can simply type the first letter of the searched sub-criterion. Once all (sub-) criteria have been added, you will need to click on *Search* to see the results of your search.

The results page will show different tabs, namely **Table, Charts, User Defined, Process Steps, Flow, and Ratio**.

The first tab, *Table*, displays basic information about incidents. To see the details of the reported incident, you need to click on the blue button.

Screenshot 10: Table

ID	Centre Information ID	Incident State	Centre Info: Date Created	Discoverer	More
17	33	Approved	Jul 27, 2016	Kova	+
3042	3058	Approved	Jan 18, 2018		+
3035	3051	Approved	Jun 8, 2017	MM	+

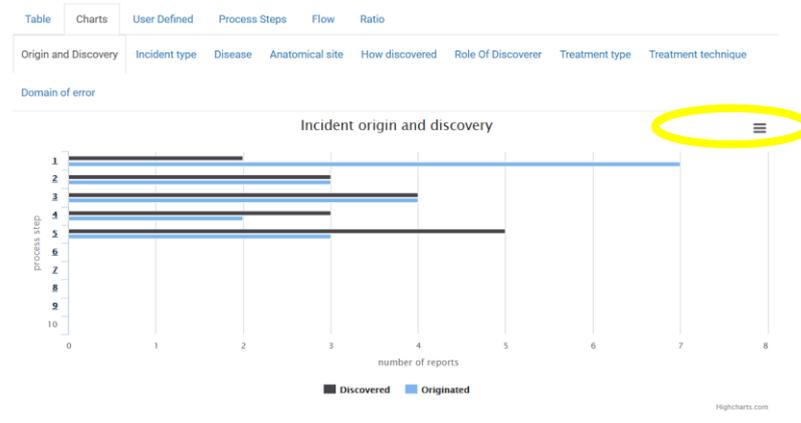
Screenshot 11: example of report

Centre Information	
ID	31
Type 1	academic
Type 2	public
Type 3	rural
Type 4	stand alone
Date of profile	Jul 27, 2016
Geographic Region	Caribbean
Number of patients treated per annum	7
Is there a risk management or safety committee in the centre?	false
Is incident reporting mandatory?	false
Is near incident reporting mandatory?	false
Is there a protocol or procedure in place for the investigation of incidents?	true
Disease sites being treatment	
Number of FTE treatment planners	3
Other staff description	
Number of FTE other staff	
Number of FTE medical physicists	2
Number of FTE radiation oncologists	3
Number of FTE staff RTTs	1
Cobalt Machines	-
Tomotherapy	-
CT Simulator	-
Conventional Simulator	-
Linear Accelerator	-
Brachytherapy	
Orthovoltage	
Planning Stations	
Planning Stations Description	
Other Equipment	

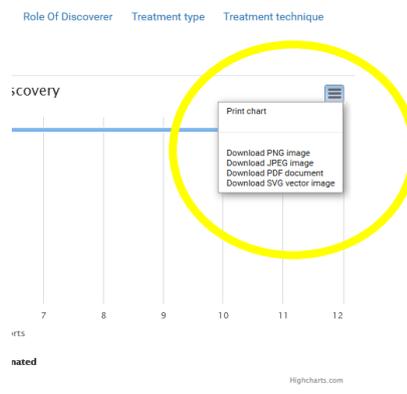
## CHARTS

Under the *Charts* tab the user can find additional tabs which lead to different chart types. Bars and pie pieces are clickable and trigger a drill down to a lower level. By clicking on the small icon, you have access to a menu to download the charts in different formats.

Screenshot 12



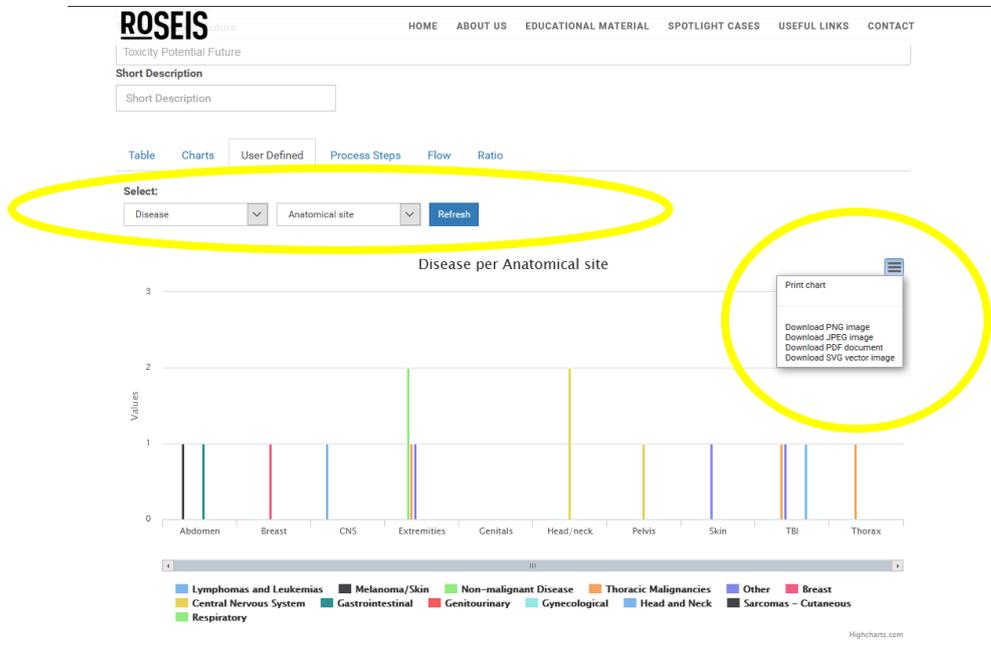
Screenshot 13



## USER DEFINED

By selecting options in the scroll-down menu, and clicking on *Refresh*, you can see a chart representing e.g., the disease per Anatomical site, which you can further download.

Screenshot 14



## PROCESS STEPS

Screenshot 15

Table Charts User Defined **Process Steps** Flow Ratio

PROCESS STEPS

Refresh

Number of reports	Mean number of steps until discovered	Median number of steps until discovered	Range number of steps until discovered
5	0	0	0
15	1.4	2	1-5

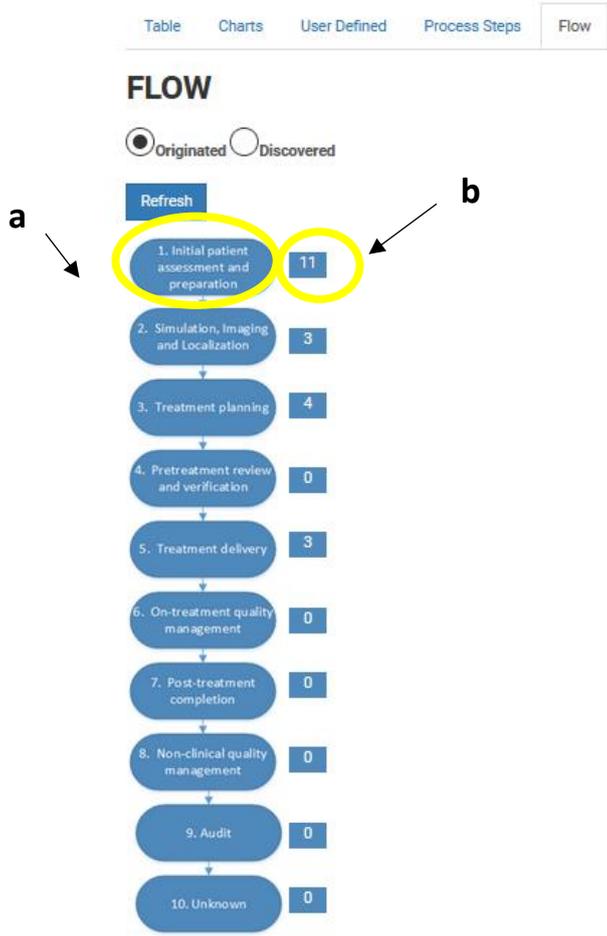
## FLOW

The *Flow* tab shows a graphical representation of how many incidents originated or were discovered in a specific process step (screenshot 15). Process steps with additional sub steps are clickable.

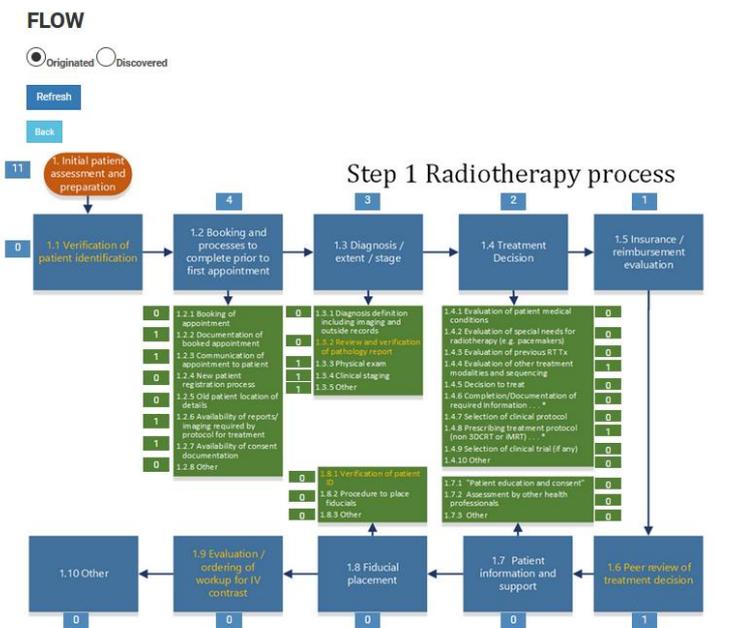
If you click on a step (**a** on the screenshot 16), a new window will show a representation of the corresponding process e.g., initial patient assessment and preparation (screenshot 17).

If you click on a square with a value (**b** on the screenshot 16), you will be redirected to the table tab (screenshot 18) which will be filled with incidents that originated or were discovered in the selected process step.

Screenshot 16



Screenshot 17



Screenshot 18

[Back to Flow Chart](#)

1 - 11 of 11 incidents found  
[Previous](#) [Next](#)

ID	Centre Information ID	Incident State	Centre Info: Date Created	Discoverer	More
15	31	Approved	Jul 27, 2016	Cindori	<a href="#">+</a>
31	47	Approved	Oct 3, 2016		<a href="#">+</a>
3042	3058	Approved	Jan 18, 2018		<a href="#">+</a>
3043	3059	Approved	Apr 30, 2018		<a href="#">+</a>
26	42	Approved	Sep 12, 2016	Daru	<a href="#">+</a>
20	36	Approved	Aug 16, 2016	Ivy	<a href="#">+</a>
24	40	Approved	Sep 8, 2016	Dora	<a href="#">+</a>
2032	2048	Approved	Mar 10, 2017		<a href="#">+</a>
16	32	Approved	Jul 27, 2016	Kova	<a href="#">+</a>
21	37	Approved	Sep 8, 2016		<a href="#">+</a>
18	34	Approved	Jul 28, 2016	Kova	<a href="#">+</a>

1 - 11 of 11 incidents found  
[Previous](#) [Next](#)

## RATIO

The *Ratio* tab shows column chart based on ratio between different criteria which you can select in the two scroll-down menus (screenshot 19). After selecting your criteria, you will need to refresh to see the chart. You can repeat the same steps for all the other criteria under *Ratio* (screenshots 20-22).

Screenshot 19

Table   Charts   User Defined   Process Steps   Flow   **Ratio**

[Process step of origin](#)   [Process step of discovery](#)   [Causes/Contributing Factors](#)   [Disease](#)   [Anatomical site](#)   [How discovered](#)   [Role Of Discoverer](#)

[Treatment type](#)   [Treatment technique](#)   [Domain of error](#)

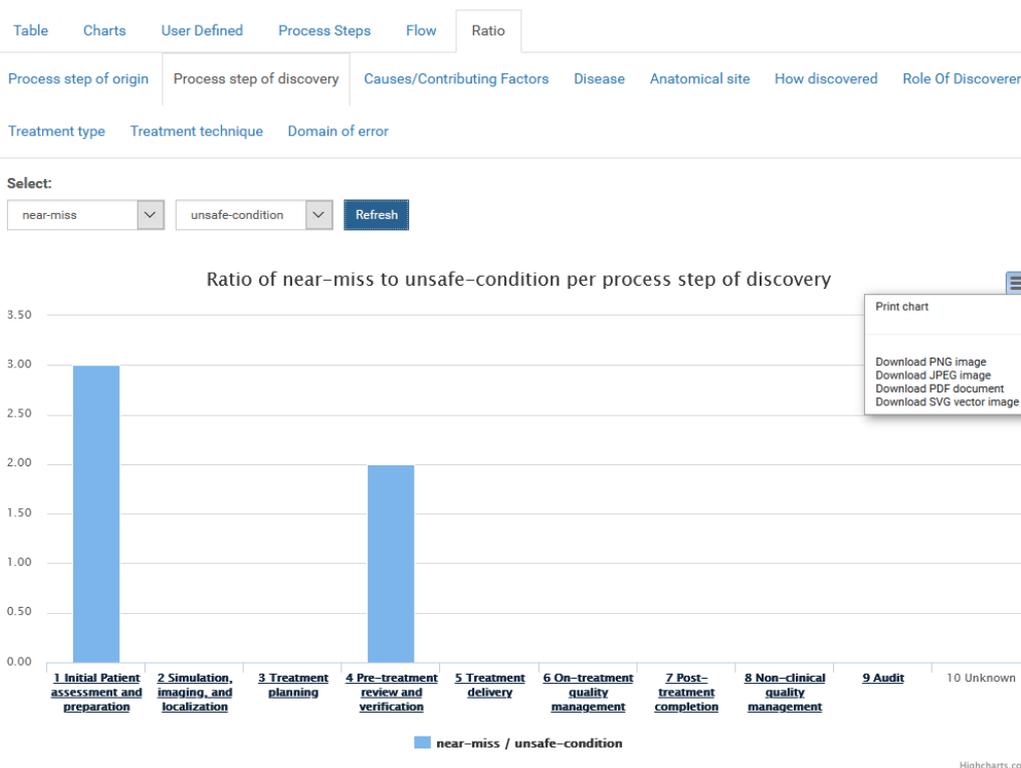
Select:

[Refresh](#)

Screenshot 20: example of ratio



Screenshot 21: example of ratio



Screenshot 22: example of ratio

The screenshot shows a web interface with a navigation bar at the top containing tabs: Table, Charts, User Defined, Process Steps, Flow, and Ratio. The 'Ratio' tab is selected. Below the navigation bar, there are several filter categories: 'Process step of origin' (with sub-items: Process step of discovery, Causes/Contributing Factors, Disease, Anatomical site, How discovered, Role Of Discoverer), 'Treatment type' (with sub-items: Treatment technique, Domain of error), and 'Select:' (with dropdowns for 'near-miss' and 'unsafe-condition', and a 'Refresh' button). The main content area displays the text 'Ratio of near-miss to unsafe-condition per Causes/Contributing Factors' followed by a hamburger menu icon.

Loading...

## How to report on an incident or near incident?

Click on the *Report an Incident* tab and fill out the required fields.

Screenshot 23

The screenshot shows the 'REPORT AN INCIDENT' page. At the top, there is a navigation bar with the following items: INCIDENTS, REPORT AN INCIDENT (highlighted with a yellow circle), SOFTWARE ALERTS, CYBERTHREATS, REPORT A SOFTWARE ALERT, REPORT A CYBERTHREAT, ADMIN, SUGGESTIONS, SETTINGS, and LOG OUT. Below the navigation bar is the ROSEIS logo and a secondary navigation bar with: HOME, ABOUT US, EDUCATIONAL MATERIAL, SPOTLIGHT CASES, USEFUL LINKS, and CONTACT. The main header area contains the text 'Radiation Oncology Safety Education and Information System' next to a decorative graphic. The main content area is titled 'REPORT AN INCIDENT' and features an 'Import' button. A grey box contains the text: 'This information is confidential to the department and is stored on your local computer'. Below this, there is a section titled 'CENTRE INFORMATION 1/4' with three dropdown menus: 'Geographic Region Required', 'Centre Type 1 Required', and 'Centre Type 2 Required', each with a 'Select' option.

Report an Incident consists of multiple pages of forms divided in three main parts, namely **centre information**, **external report**, and **supplemental information**.

## CENTRE INFORMATION

In this section, you will need to enter information regarding your institute in forms 1-4 and verify the data in the *Final Centre Information Check and save for next time* (screenshot 25).

Screenshots 24

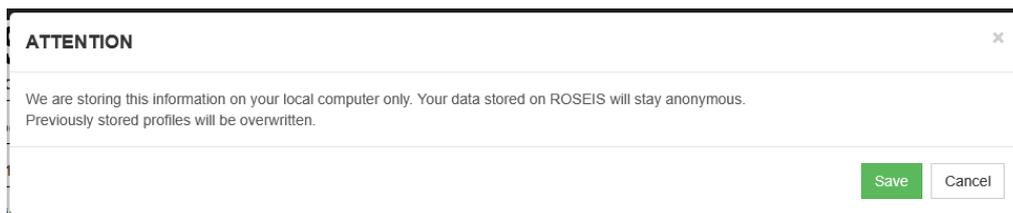
Screenshot 25

**FINAL CENTRE INFORMATION CHECK**

Geographic Region	Eastern Africa
Centre Type 1	Academic
Centre Type 2	Public
Centre Type 3	Rural
Centre Type 4	Stand alone
Staff	1

After reviewing your data, you can click *next* and start filling your External Report or *Save Your Profile For Next Time* (screenshot 26). If you choose the latter option, a confirmation dialog box will propose you to save the data locally on your PC. Your profile will NOT be stored anywhere else.

Screenshots 26



Next time when you report an incident, there's a button to load your profile:

Screenshot 27

## REPORT AN INCIDENT



This information is confidential to the department and is stored on your local computer

### CENTRE INFORMATION 1/4

Geographic Region **Required** Load profile

Centre Type 1 **Required**

Centre Type 2 **Required**

You can then fill the second part, **external report:**

Screenshot 28

## REPORT AN INCIDENT



### EXTERNAL REPORT 1/8

The Radiotherapy Process **Required**

Type of incident being reported **Required**

Age of patient at time of incident **Required**

Patient gender **Required**

Reporter's role **Required**



When filling out the report incident forms you can save a draft from 2/8 by clicking on *Save Draft*. After clicking on *Save Draft*, an ID number will be generated.

Screenshot 29

## REPORT AN INCIDENT

**EXTERNAL REPORT 2/8**

**Date and time of report**  
16/06/2025 16:36

**Date of discovery**  
16/06/2025 16:36

**Date of occurrence**  
09/06/2025 17:01

**Short description of event**  
TEST

**Potential consequences if this incident had not been discovered**  
Unknown

[Back](#) [Next](#) [Save Draft](#)

✓ ID: 38

Next time you want to create a new incident a *Load profile* button will be displayed on the first page of *External Report* form which, if clicked, will populate all fields that have been saved the previous time.

Screenshot 30

**EXTERNAL REPORT 1/8**

**The Radiotherapy Process**  
EBRT

Only one profile can be stored. If the user decides to press *Save Profile for Next Time* again, the previous data will be overwritten.

While selecting the *Cause Contributing Factors* (Screenshot 31), make sure to choose the item that turns green when selected.

Screenshot 31

**EXTERNAL REPORT 7/8**

Was the incident investigated  
Formal

Number of people involved in the incident investigation  
1

How many patients were affected? n/a

Intervention for this specific patient  
test

Changes in the process to prevent this event from happening again  
test

**Causes Contributing Factors**

Selected: A.1.3 Admin/contractor negotiations for support of staff A.1.1.1 Staffing not consistent

- A Organizational management
  - A.1 Planning for program maintenance or expansion
    - A.1.1 Inadequate human resources
      - A.1.1.1 Staffing not consistent with professional clinical recommendations

Once you have completed all the tables including the section on **supplemental information**, you will need to submit your report by clicking on *Submit*. A box will appear asking you to confirm that no information that identifies the center or a person has been saved.

Screenshot 32

## FINISH INCIDENT

Submit

Warning!

Please ensure that no information was recorded that could identify the center or any person involved in this incident. By proceeding, you acknowledge that you have verified the record for such information

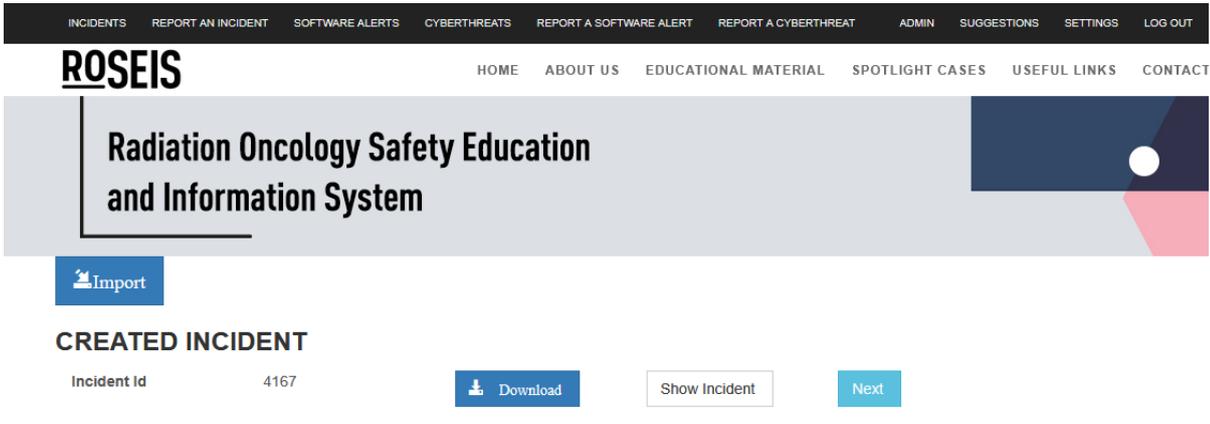
Yes No

Make this incident visible ONLY to members of your clinic

An additional option will be shown before submitting the incident. This will allow you to restrict access to the report only to the members of your clinic. If the checkbox with the label *'Make this incident visible ONLY to members of your clinic'* stays unchecked, the incident will be shown in the incident filter and taken into account for statistics for all users. Remember your clinic data will never be available outside of your clinic.

The incident will be numbered, and your report will be submitted for approval of the local administrator.

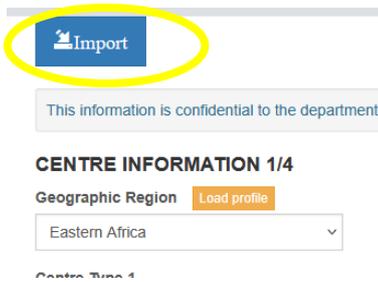
Screenshot 33



**NOTE: the saved draft will not be part of the reports, and nobody will be able access or analyse it. Only after you have submitted the full incident form this will be possible. After the incident has been submitted, you can review the entire incident form and download it for offline review.**

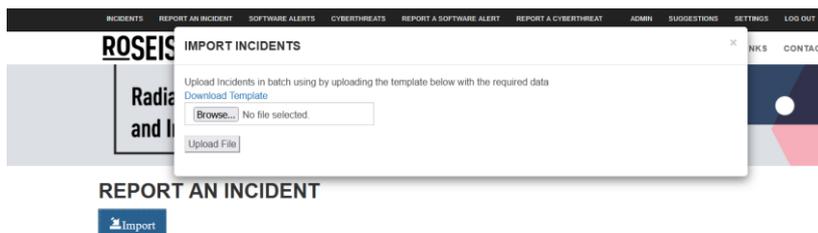
You can also report an incident using the option **Import** incidents. You will need to click on the blue button **Import**.

Screenshot 34



Screenshot 35

Click on *Download Template*.



Fill the template with the appropriate data then click *choose file* and choose the filled template.

## Important notes:

Ensure the data in the template is accurate and matches the information in the system. Otherwise, the system will drop the incorrect data.

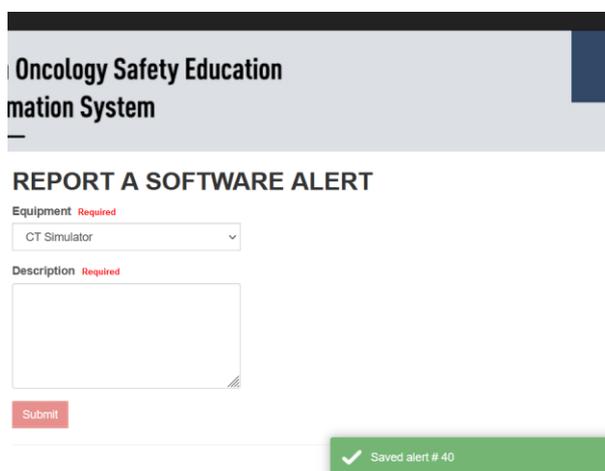
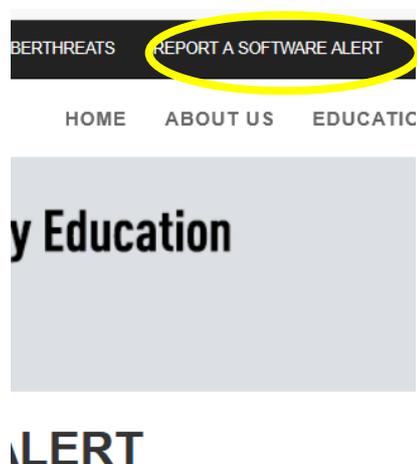
While filling out the template, there are ten compulsory columns: Geographic Region, Center Type 1, Center Type 2, Center Type 3, Center Type 4, Treatment Type, Incident Type, Patient Age Range, and Patient Gender.

Click on *Upload File* and the data will be imported.

## How to report a software alert

You can report a software alert by clicking on **REPORT A SOFTWARE ALERT**. When you submit your software alert, a confirmation that it has been saved with the ID number of your alert will be displayed.

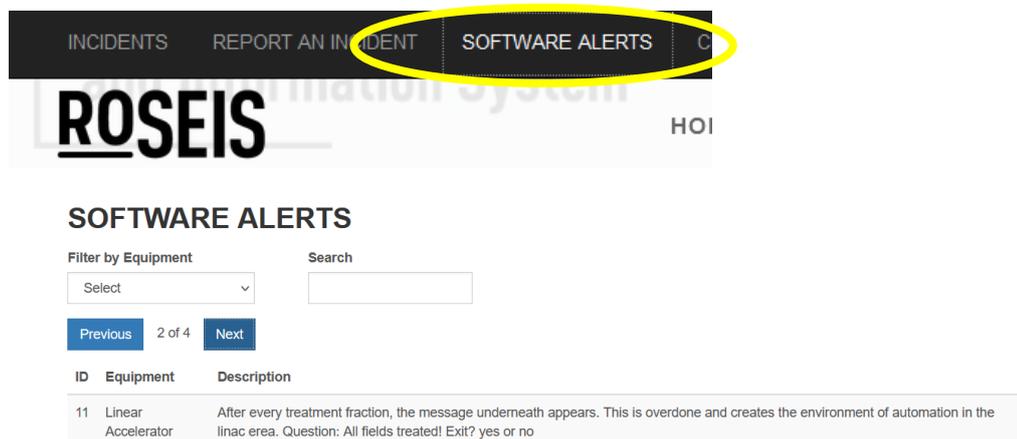
*Screenshots 36*



## How to read software alerts

By clicking on **SOFTWARE ALERTS** you can read software alerts and filter by equipment.

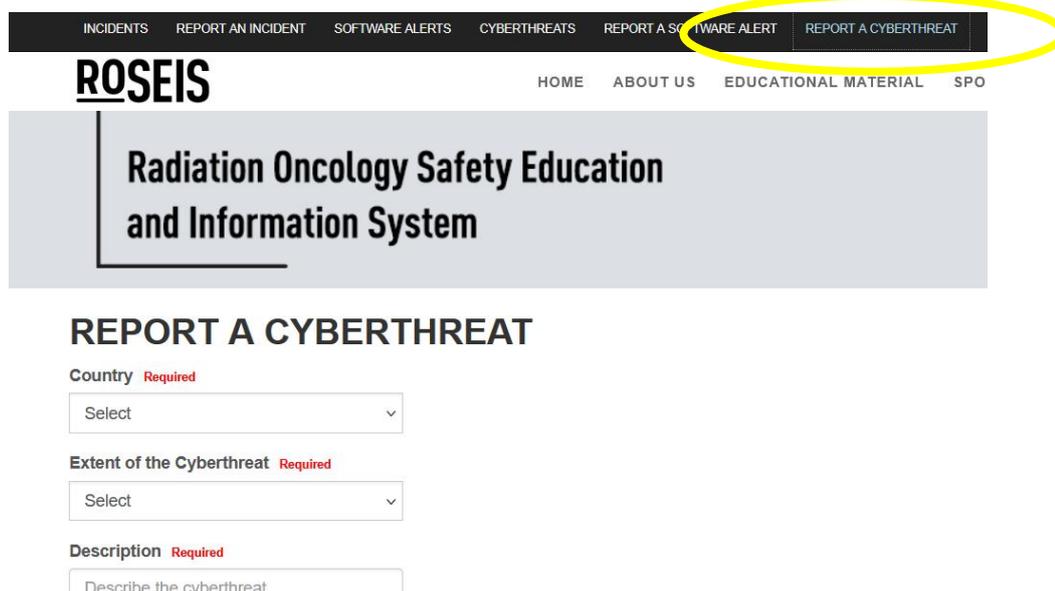
Screenshot 37



## How to report a cyberthreat

You can report a cyberthreat by clicking on **REPORT A CYBERTHREAT**. When you submit your report, a confirmation that it has been saved with the ID number of your cyberthreat will be displayed.

Screenshot 38



Screenshot 39



## How to read a cyberthreat

By clicking on **CYBERTHREAT** and filtering by country or extent.

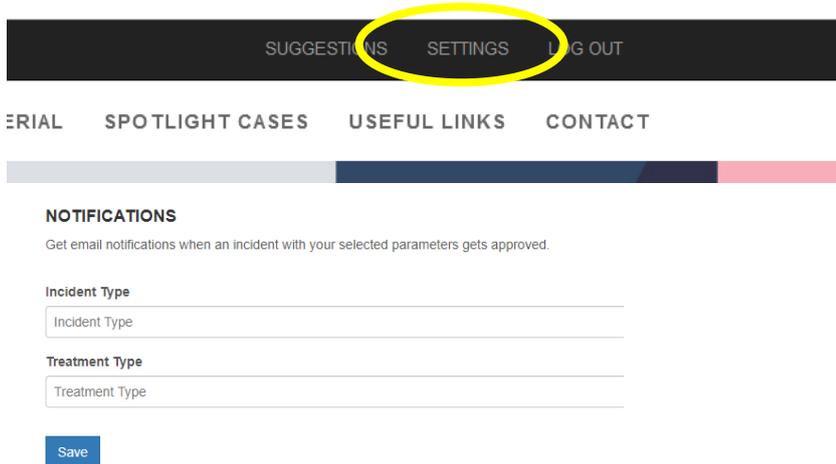
Screenshot 40

The screenshot shows the ROSEIS website interface. At the top, a navigation menu includes 'INCIDENTS', 'REPORT AN INCIDENT', 'SOFTWARE ALERTS', 'CYBERTHREATS', and 'REPORT A SOFTWARE ALERT'. The 'CYBERTHREATS' menu item is circled in yellow. Below the navigation is the ROSEIS logo and a header for 'Radiation Oncology Safety Education and Information System'. The main content area is titled 'CYBERTHREATS' and features three filters: 'Filter by Country' (a dropdown menu with 'Select Country'), 'Filter by Extent' (a dropdown menu with 'Select Extent'), and a 'Search' input field. Below the filters are two pagination controls, each showing 'Previous', '1 of 0', and 'Next'. At the bottom, a table header is visible with columns for 'ID', 'Extent', 'Country', and 'Description'.

## How to receive notifications

To receive notifications about newly approved reports, you can subscribe to email alerts in the **SETTINGS** page:

Screenshot 41



You can select one or more incident or treatment types from the drop-down menu. If at least one of the selected items is mentioned in the approved report the user will be notified via email.

## How to make suggestions

Should you have any suggestions, you can use the option **SUGGESTIONS**. Fill out the section and send it to our administrator.

Screenshot 42

