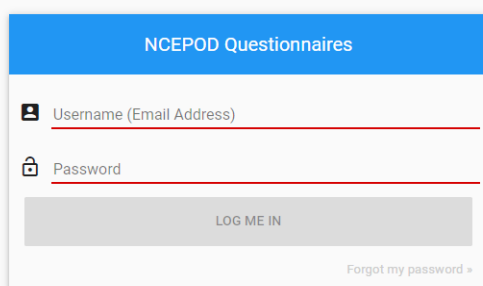


NCEPOD Online clinical questionnaire – Instructions for Local Reporters.

Below is a brief guide to using the NCEPOD online questionnaire system

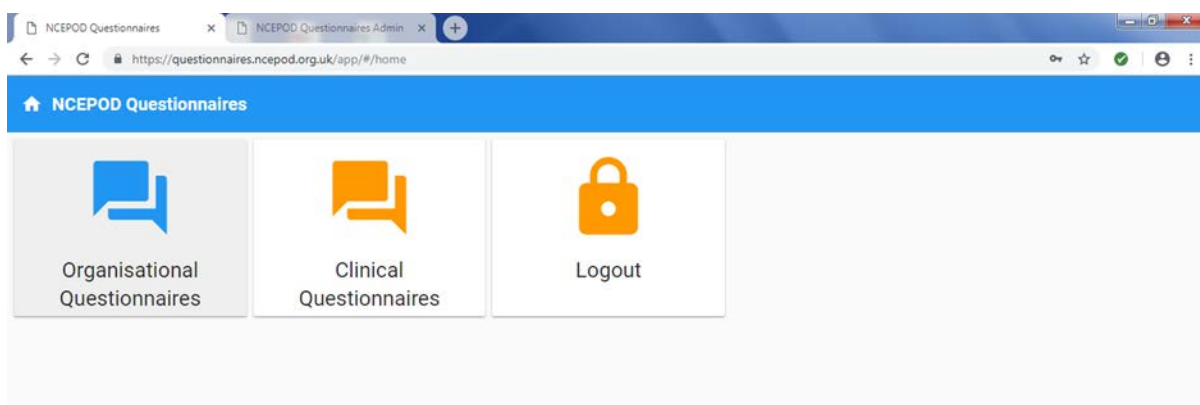
Logging on

- 1) For each NCEPOD study, when questionnaires for clinicians at your Trust/Health Board are generated by NCEPOD on the system an email will be sent from NCEPOD with a link to the login screen shown below.
- 2) If you have not registered on the system before, a similar screen will allow you to activate an account and then log on.
- 3) If you have previously used the system but have forgotten your password then you can request a password reset by clicking the forgotten password link.



Managing questionnaire completions

- 4) Once logged on to the online system you will see the screen below. Click on the clinical questionnaire icon.



- 5) This icon will take you to a screen with a list of questionnaires that have been generated for current studies that your Trust or Health board is participating in. On the right hand side of the screen you will see the number of clinical questionnaires for each study. You will also be able to see the number of unassigned questionnaires, where a clinician has not been sent a link to complete the

questionnaire, the number of incomplete and submitted questionnaires and a summary of the case notes - returned and not yet returned.

In order to assign questionnaires to clinicians for a particular study you will need to click on the arrow on the right hand side of the screen on the relevant study questionnaire. This will take you to the questionnaire assignments screen.

Questionnaire	Case Notes (Returned / Requested)	Unassigned	Incomplete	Submitted	Total	
Acute Bowel Obstruction Case Reviewer Assessment Form	0 / 0	7	10	283	293	→
Acute Bowel Obstruction Clinician Questionnaire	0 / 0	2	4	0	4	→
Physical Healthcare in Mental Health Hospitals: Clinician questionnaire	4 / 17	13	22	0	22	→
Acute Bowel Obstruction Clinician Questionnaire (copy)	0 / 0	0	1	0	1	→

- 6) On the clinical questionnaire screen, the NCEPOD number, patient hospital number, admission and discharge dates are listed on the left hand side. Use the patient's hospital number, admission and discharge dates to identify the clinician who was responsible for the patient's care. We suggest that you liaise with the clinician first before sending them the link to the questionnaire. To invite a clinician, click on the envelope icon on the right hand side and enter the requested details. Press submit to trigger an email to the clinician with a link to access the clinical questionnaire.

The screenshot shows the 'Clinical Questionnaires' interface. A table lists various questionnaires with columns for 'References', 'Case Dates', 'Questionnaire', 'Status', 'Due By', 'Assigned To', and 'Invitation'. An 'Invite Clinician' modal form is open, containing the following fields:

- Title *
- First Name *
- Last Name *
- Email Address *
- Optional Message (maximum 500 characters)
- SUBMIT button

The background table shows several rows with details like 'NCEPOD: 1204154 Case: 655', 'Admitted: 03-03-18', 'Discharged: 04-03-18', and 'Acute Bowel for NCEPOD'. The 'Assigned To' column shows 'Dr Reviewer1 Reviewer1' and the 'Invitation' column has 'REVOKE' and 'INVITE' buttons.

- 7) If you want to remove an assigned clinician there is an option to revoke the questionnaire after the clinician has been invited on the right hand side of the screen. The resend button allows you to resend the link again if you need to.

Acute Bowel Obstruction Clinician Questionnaire

References	Case Dates	Hospital	Status	Due By	Assigned To	Invitation	Audit
NCEPOD: 987654 Hospital Num: 111111	Admitted: 01/01/2018 Discharged: 02/01/2018	ABOReviewer8	Not Started	7 Jun, 2019	None Invited	INVITE	
NCEPOD: 654321 Hospital Num: 99999	Admitted: 21/02/2018 Discharged: 22/02/2018	NCEPODABOreviewer	95% completed	31 May, 2019	Kathryn Kelly	REVOKE RESEND	

Resend invitation email to the Clinician

8) You can track the progress of the questionnaire by clicking on the icon under the audit heading on the right hand side of the screen

Clinical Questionnaires

Case Dates	Questionnaire	Status	Due By	Assigned To	Invitation	Audit
01 Admitted: 02/03/2017 Discharged: 19/03/2017	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	11% completed	30 Nov, 2018	Heather Freeth	REVOKE	
91 Admitted: 01/05/2018 Discharged: 13/05/2018	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Not Started	29 Nov, 2018	Mr Martin Sinclair	REVOKE	
92 Admitted: 01/05/2018 Discharged: 13/05/2018	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Not Started	29 Nov, 2018	Dr Antony Michalski	REVOKE	
321 Admitted: 01/05/2018 Discharged: 31/05/2018	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Submitted	-	Dr Hannah Shotton		
92 Admitted: 01/05/2018 Discharged: 13/05/2018	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Not Started	29 Nov, 2018	None invited	INVITE	
777 Admitted: 01/03/2018 Discharged: 05/08/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	Not Started	28 Nov, 2018	None invited	INVITE	
44 Admitted: 05/10/2018 Discharged: 10/05/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	Submitted	-	Ms Kirsty MacLean Steel		
99 Admitted: 01/05/2018 Discharged: 10/05/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	3% completed	21 Dec, 2018	Heather Freeth	REVOKE	
1010 Admitted: 10/09/2018 Discharged: 11/10/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	Not Started	18 Nov, 2018	Mr Martin Sinclair	REVOKE	
77 Admitted: 04/04/2018 Discharged: 06/06/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	17% completed	18 Nov, 2018	Dr Mark Juniper	REVOKE	

Rows per Page: 15 1 - 15 of 27

9) When a questionnaire has been submitted by a clinician you will receive an email to let you know. This will also be shown in the audit trail.

Clinical Questionnaires

Case Dates	Questionnaire	Status	Due By	Assigned To	Invitation	Audit
77777 77 Admitted: 01/03/2018 Discharged: 05/08/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	Not Started	28 Nov, 2018	None Invited	INVITE	
14444 14 Admitted: 05/10/2018 Discharged: 10/05/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	Submitted	-	Ms Kirsty MacLean Steel		
99999 96 Admitted: 01/05/2018 Discharged: 10/05/2018	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Not Started	29 Nov, 2018	Mr Martin Sinclair	REVOKE	
1101010 010 Admitted: 10/09/2018 Discharged: 11/10/2018	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Not Started	29 Nov, 2018	Dr Antony Michalski	REVOKE	
77777 77 Admitted: 04/04/2018 Discharged: 06/06/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	17% completed	18 Nov, 2018	Dr Mark Juniper	REVOKE	
10001 11 Admitted: 02/03/2017 Discharged: 18/03/2017	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Not Started	29 Nov, 2018	Mr Martin Sinclair	REVOKE	
99991 11 Admitted: 01/05/2018 Discharged: 13/05/2018	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Not Started	29 Nov, 2018	Mr Martin Sinclair	REVOKE	
99992 12 Admitted: 01/05/2018 Discharged: 13/05/2018	Acute Bowel Obstruction Case Reviewer Assessment Form for NCEPODsite_Neil	Not Started	29 Nov, 2018	Dr Antony Michalski	REVOKE	
15554 14 Admitted: 01/05/2018 Discharged: 01/05/2018	Acute Bowel Obstruction Clinician Questionnaire for NCEPODsite_Neil	Not Started	27 Nov, 2018	Heather Freeth	REVOKE	

Audit

23 Nov, 2018: Accessed by Dr Mark Juniper
 15 Nov, 2018: Clinician 'Dr Mark Juniper <MJuniper@ncepod.org.uk>' assigned by 'Ms Kathryn Kelly'
 15 Nov, 2018: New assignment for hospital 'NCEPODsite_Neil'

DISMISS

Rows per Page: 15 1 - 15 of 27

10) From the assignments screen, it is also possible to indicate the status for each assignment regarding the return of case-notes. This will initially show as “requested”.

Admitted: 28/02/2016 Discharged: 03/03/2016	Aboreviewer1	27% completed	22 Nov, 2020	Dr Vivek Srivastava	REVOKE RESEND	Requested
Admitted: 21/02/2018 Discharged: 20/04/2018	Aboreviewer1	39% completed	12 Nov, 2020	dr gez donn	REVOKE RESEND	Requested
Admitted: 21/02/2018 Discharged: 21/03/2019	Aboreviewer1	0% completed	10 Nov, 2020	Dr Neil Smith	Resend invitation email to the Clinician	Received digitally
Admitted: 10/03/2018 Discharged: 20/04/2018	Aboreviewer1	Not Started	12 Nov, 2020	None Invited	INVITE	Requested
Admitted: 09/03/2018 Discharged: 25/03/2018	Aboreviewer1	Not Started	12 Nov, 2020	None Invited	INVITE	Requested
Admitted: 21/02/2018 Discharged: 21/03/2019	Aboreviewer1	Not Started	19 Nov, 2020	None Invited	INVITE	
Admitted: 21/02/2018 Discharged: 21/03/2019	Aboreviewer1	Not Started	19 Nov, 2020	None Invited	INVITE	

11) Then when you have returned the copied case note extracts back to NCEPOD you can select the medium by which they have been sent.

The screenshot shows a list of assignments with a modal dialog box titled "Update Case Notes Status" overlaid on top. The dialog contains the following text and options:

Case notes have been requested for this assignment. Please select one of the options below to update us on the current status of the Case Notes.

Case notes have been sent:

- DIGITALLY**
- BY POST**

Case notes are:

- NOT AVAILABLE**

12) When the case notes have been successfully received by NCEPOD, we will update the case note status to reflect this: i.e.: Received digitally, received by post.