



## Accessing eSASM

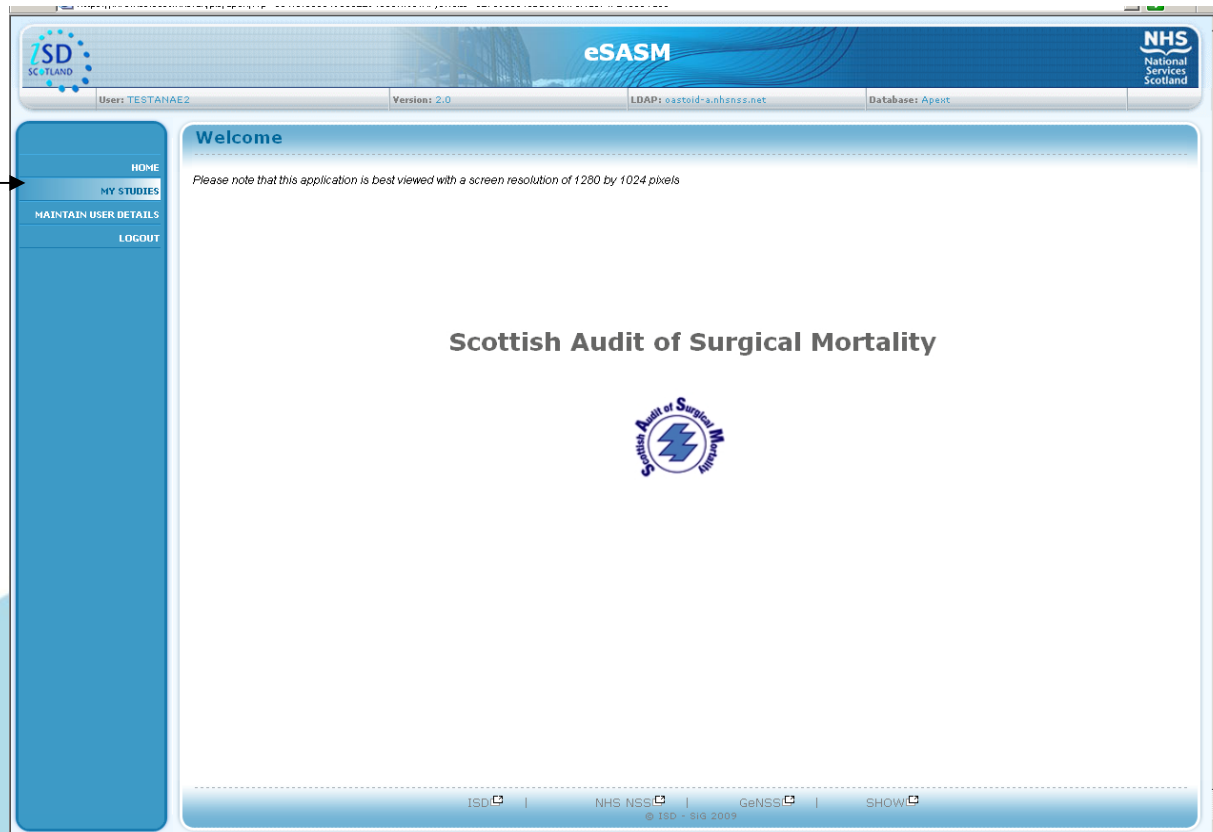


- Each clinician will have been allocated their own unique username and password.
- On the login screen enter your username and password and click “login”.

A screenshot of the eSASM login interface. The page has a blue header with the ISD Scotland logo on the left, the text 'eSASM' in the center, and the NHS National Services Scotland logo on the right. Below the header is a navigation bar with 'User:', 'Version:', 'LDAP: eastoid-a.nhs.nhs.net', and 'Database:'. The main content area is titled 'Login' and contains a 'Username' input field, a 'Password' input field, and a 'Login' button. Below the password field is a link for 'forgotten password'. The footer of the page contains links for 'ISD', 'NHS NSS', 'GeNSS', and 'SHOW'.

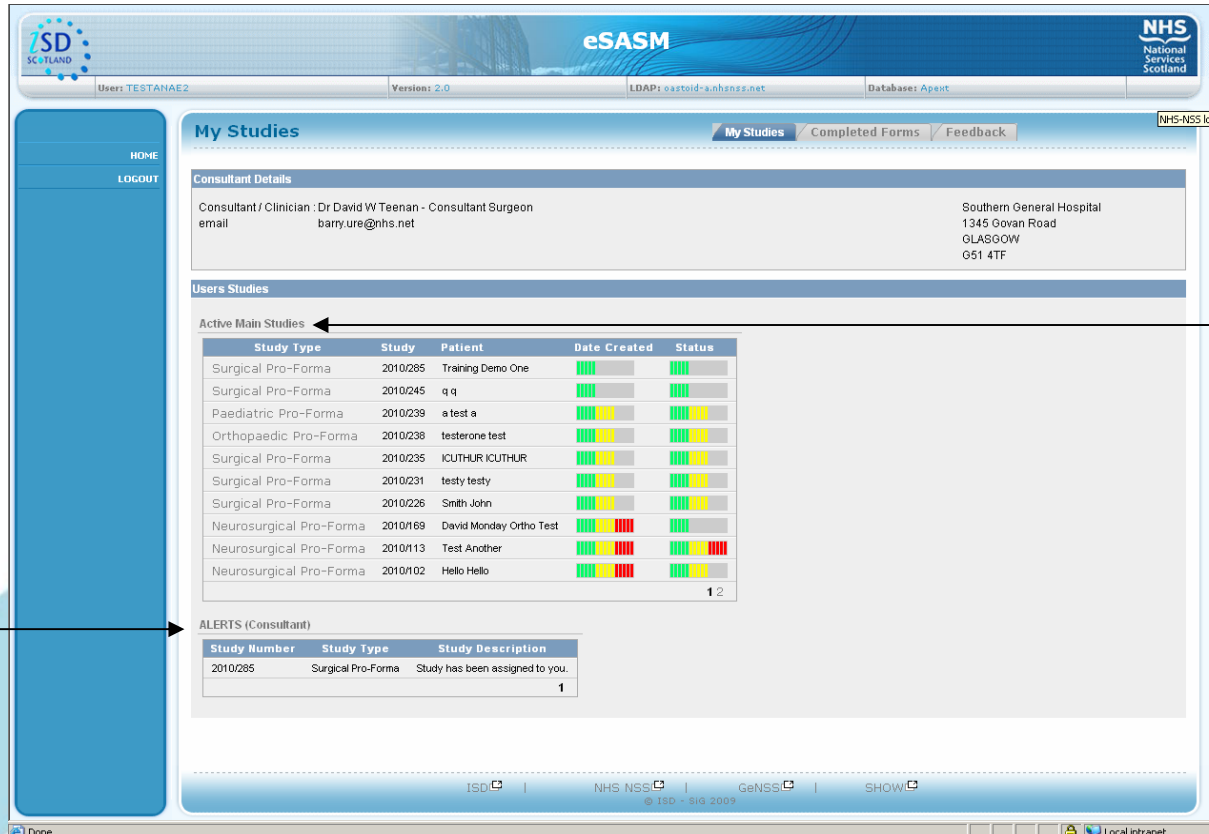
# Checking your allocated studies

1. Click on my studies

A screenshot of the eSASM web application interface. The page has a blue header with the ISD Scotland logo on the left, the text 'eSASM' in the center, and the NHS National Services Scotland logo on the right. Below the header, there is a navigation menu on the left with links for 'HOME', 'MY STUDIES', 'MAINTAIN USER DETAILS', and 'LOGOUT'. An arrow points to the 'MY STUDIES' link. The main content area has a 'Welcome' heading and a note: 'Please note that this application is best viewed with a screen resolution of 1280 by 1024 pixels'. Below this is the title 'Scottish Audit of Surgical Mortality' and the logo for the Scottish Audit of Surgical Mortality. At the bottom of the page, there is a footer with links for 'ISD', 'NHS NSS', 'GeNSS', and 'SHOW', along with the copyright notice '© ISD - SIG 2009'.

# My Studies Page

- This page lists all your alerts regarding studies you have to accept/reject.
- Will also have a list of your active studies you are working on.
- The coloured bar shows how long you have been allocated the study.



**My Studies**

Consultant / Clinician : Dr David W Teenan - Consultant Surgeon  
 email : barry.ure@nhs.net

Southern General Hospital  
 1345 Govan Road  
 GLASGOW  
 G51 4TF

**Active Main Studies**

Study Type	Study	Patient	Date Created	Status
Surgical Pro-Forma	2010285	Training Demo One	2010/02/25	Active
Surgical Pro-Forma	2010245	q q	2010/02/25	Active
Paediatric Pro-Forma	2010239	a test a	2010/02/23	Active
Orthopaedic Pro-Forma	2010238	testosterone test	2010/02/23	Active
Surgical Pro-Forma	2010235	ICUTHUR ICUTHUR	2010/02/23	Active
Surgical Pro-Forma	2010231	testy testy	2010/02/23	Active
Surgical Pro-Forma	2010226	Smith John	2010/02/22	Active
Neurosurgical Pro-Forma	2010169	David Monday Ortho Test	2010/01/19	Active
Neurosurgical Pro-Forma	2010113	Test Another	2010/01/13	Active
Neurosurgical Pro-Forma	2010102	Hello Hello	2010/01/02	Active

**ALERTS (Consultant)**

Study Number	Study Type	Study Description
2010285	Surgical Pro-Forma	Study has been assigned to you.

Active studies

alerts

# Accepting or rejecting a study

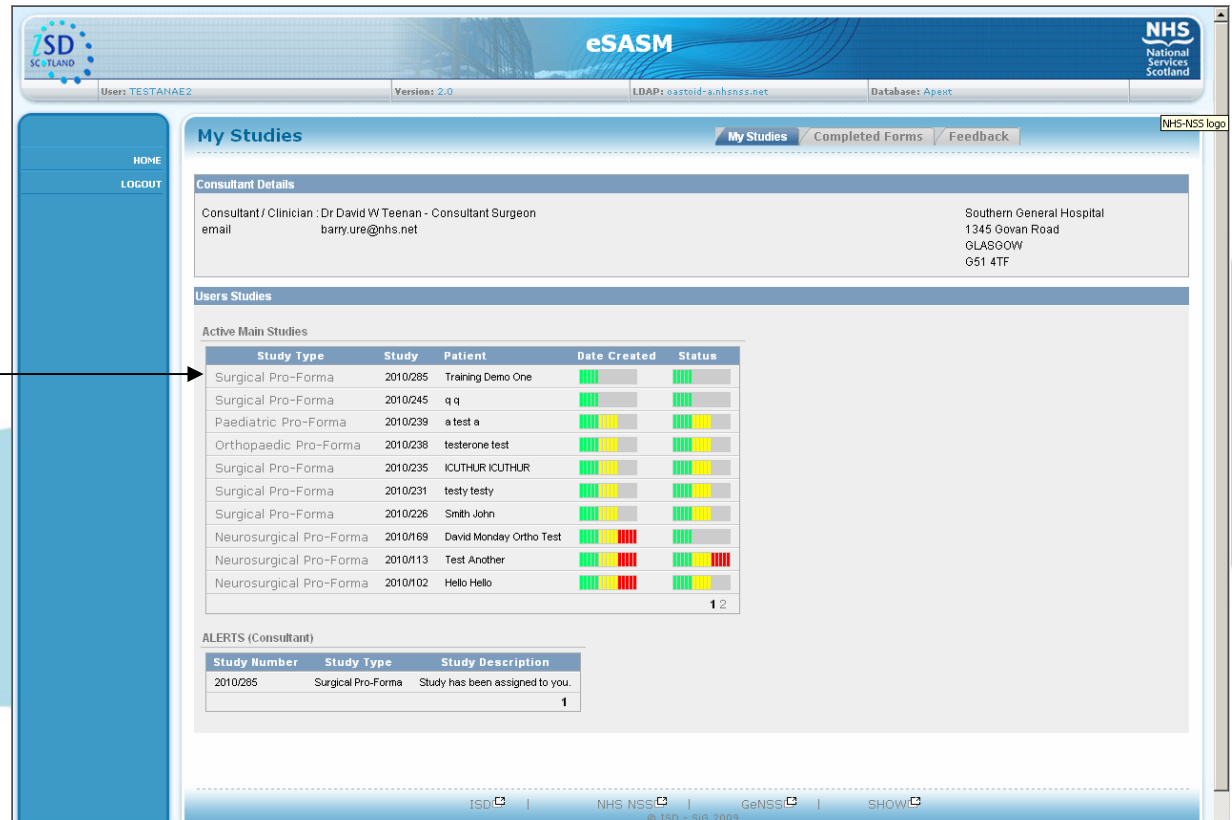
SASM administrators receive list of mortality from the mortuaries and medical records offices

They then initiate the patients on eSASM.

SASM are informed of the relevant consultant for each patient although this information is not always accurate.

The study is sent to the relevant consultant who will receive an alert and can then accept or reject the study.

1. Click on the relevant study

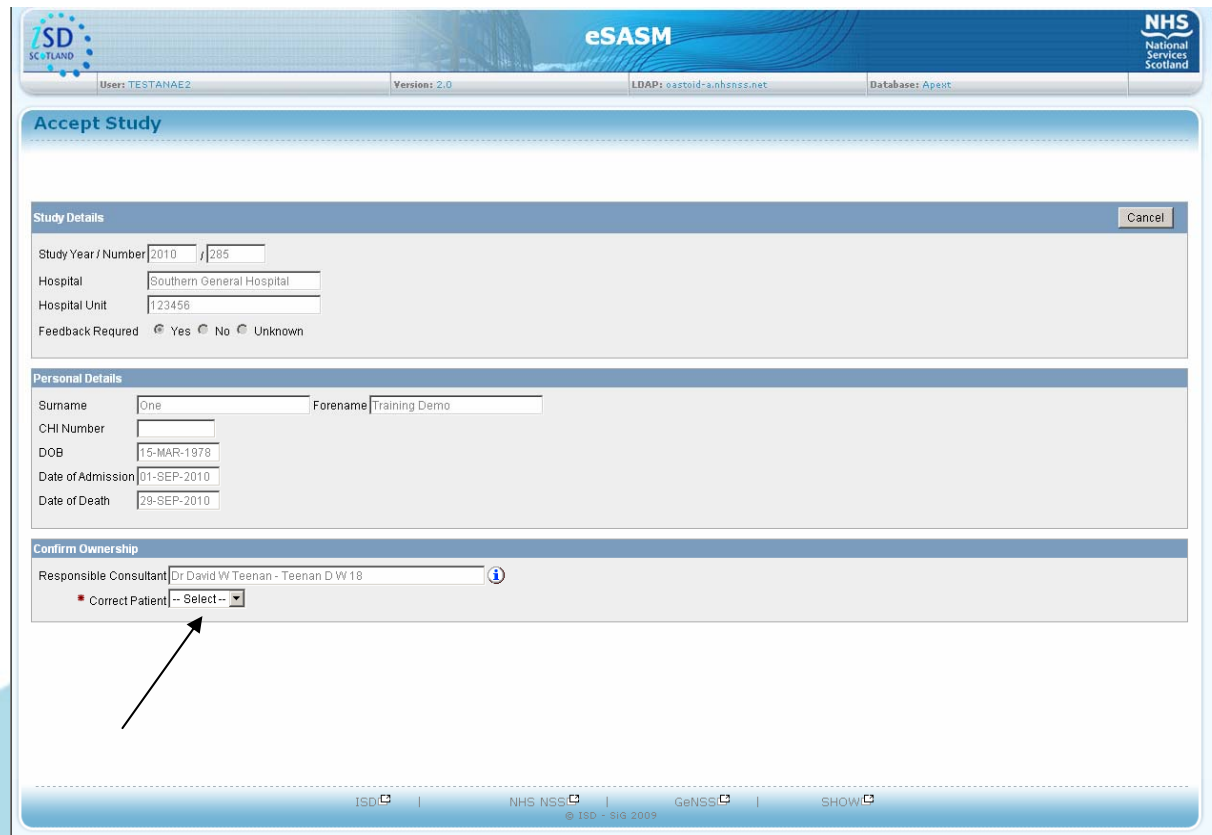


The screenshot shows the eSASM web application interface. The top navigation bar includes the ISD Scotland logo, the text 'eSASM', and the NHS National Services Scotland logo. Below the navigation bar, there are tabs for 'My Studies', 'Completed Forms', and 'Feedback'. The main content area is divided into sections: 'Consultant Details', 'Users Studies', and 'ALERTS (Consultant)'. The 'Users Studies' section contains a table of active main studies with columns for Study Type, Study, Patient, Date Created, and Status. The 'ALERTS (Consultant)' section shows a single alert for study 2010/285.

Study Type	Study	Patient	Date Created	Status
Surgical Pro-Forma	2010/285	Training Demo One	2010/285	Active
Surgical Pro-Forma	2010/245	q q	2010/245	Active
Paediatric Pro-Forma	2010/239	a test a	2010/239	Active
Orthopaedic Pro-Forma	2010/238	testerone test	2010/238	Active
Surgical Pro-Forma	2010/235	ICUTHUR ICUTHUR	2010/235	Active
Surgical Pro-Forma	2010/231	testy testy	2010/231	Active
Surgical Pro-Forma	2010/226	Smith John	2010/226	Active
Neurosurgical Pro-Forma	2010/169	David Monday Ortho Test	2010/169	Active
Neurosurgical Pro-Forma	2010/113	Test Another	2010/113	Active
Neurosurgical Pro-Forma	2010/102	Hello Hello	2010/102	Active

Study Number	Study Type	Study Description
2010/285	Surgical Pro-Forma	Study has been assigned to you.

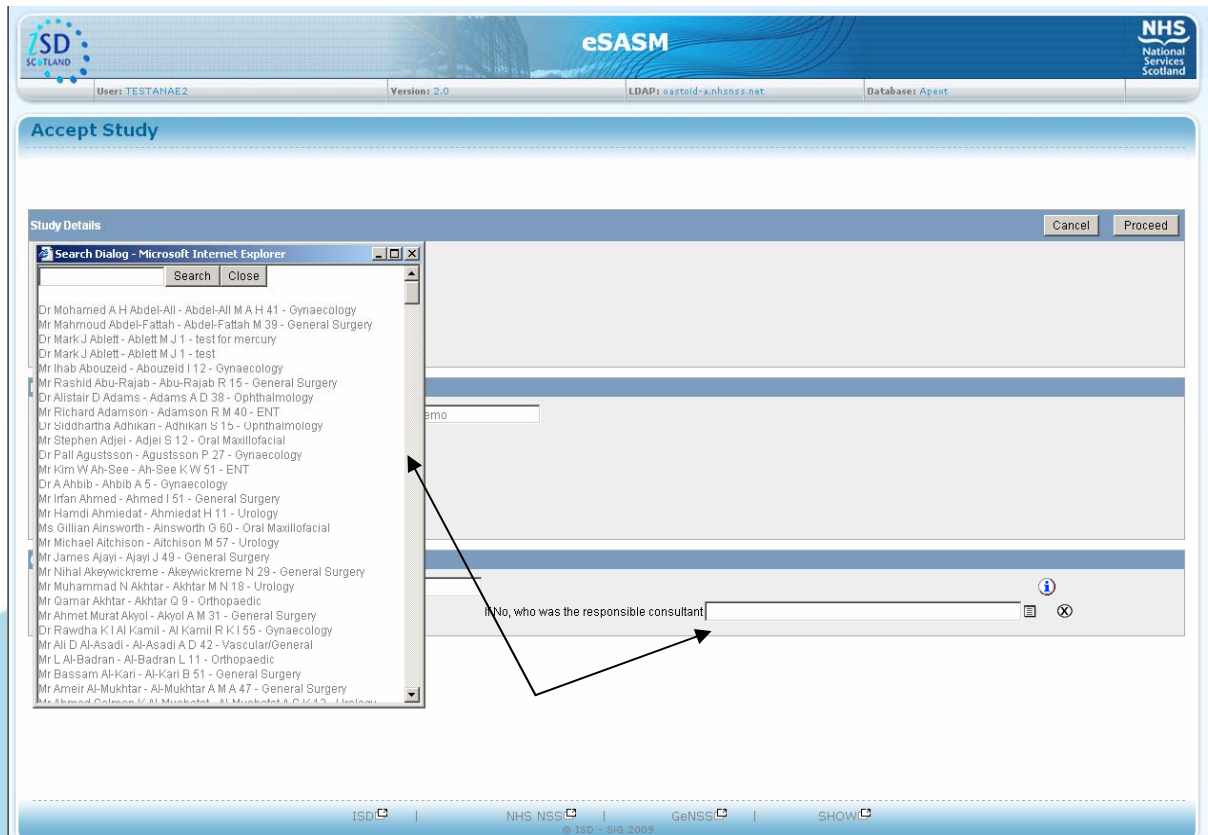
2. Once you have clicked on the study the page below will appear



The screenshot shows the 'Accept Study' form in the eSASM system. The form is divided into three main sections: Study Details, Personal Details, and Confirm Ownership. The Study Details section includes fields for Study Year / Number (2010 / 285), Hospital (Southern General Hospital), Hospital Unit (123456), and Feedback Required (Yes, No, Unknown). The Personal Details section includes fields for Surname (One), Forename (Training Demo), CHI Number, DOB (15-MAR-1978), Date of Admission (01-SEP-2010), and Date of Death (29-SEP-2010). The Confirm Ownership section includes a Responsible Consultant field (Dr David W Teenan - Teenan D W18) and a Correct Patient drop-down menu (currently set to '-- Select --'). An arrow points to the Correct Patient drop-down menu.

3. Click on the drop down box and select “yes” this is the correct patient or “no” it is not the correct patient.

4. If you pick “No”, then you will be asked to pick the correct responsible clinician from a list. (See below)



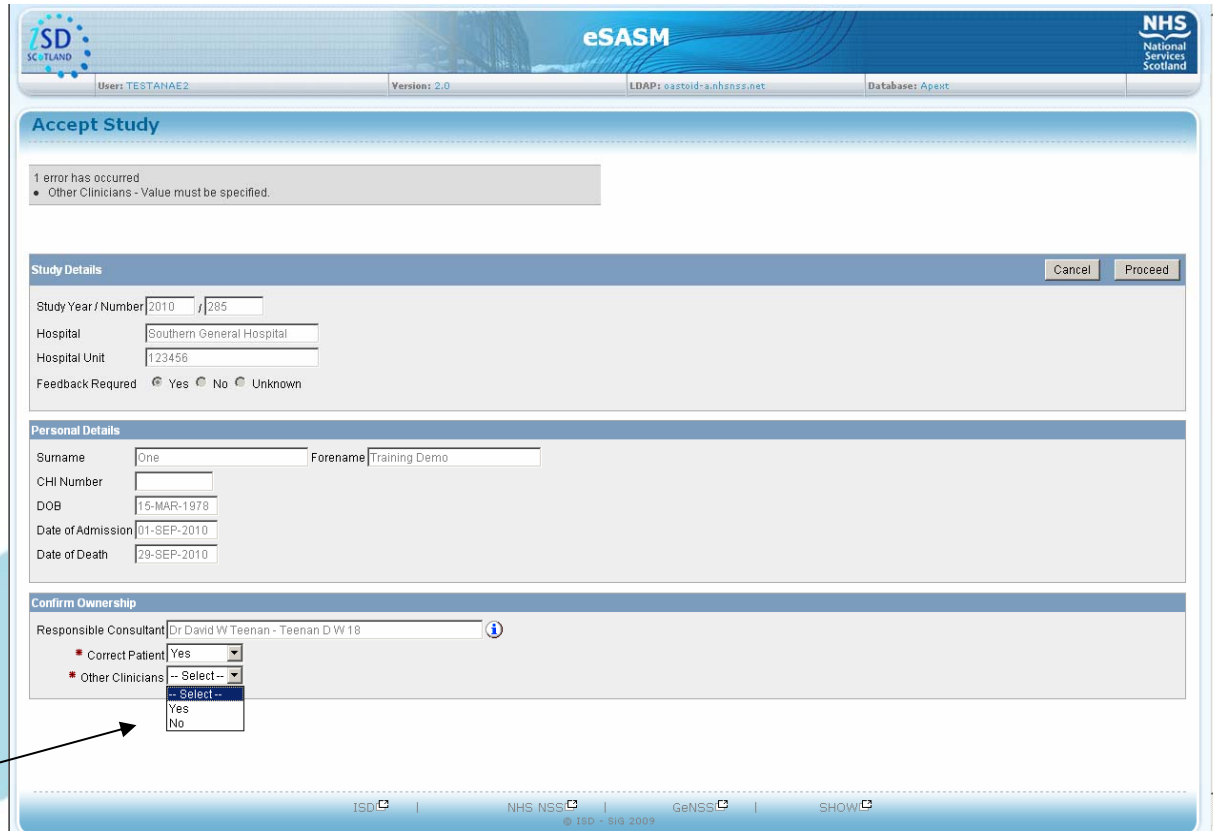
The screenshot shows the eSASM web application interface. At the top, there is a header with the ISD SCOTLAND logo, the text 'eSASM', and the NHS National Services Scotland logo. Below the header, there is a navigation bar with 'User: TESTANAE2', 'Version: 2.0', 'LDAP: eastoid-auh.nhs.net', and 'Database: Apexit'.

The main content area is titled 'Accept Study'. Below this, there is a 'Study Details' section with a 'Cancel' and 'Proceed' button. A search dialog box is open, displaying a list of clinicians with their names and specialties. The list includes:

- Dr Mohamed A H Abdel-Ali - Abdel-Ali M A H 41 - Gynaecology
- Mr Mahmoud Abdel-Fattah - Abdel-Fattah M 39 - General Surgery
- Dr Mark J Ablett - Ablett M J 1 - test for mercury
- Dr Mark J Ablett - Ablett M J 1 - test
- Mr Ihab Abouzeid - Abouzeid I 12 - Gynaecology
- Mr Rashid Abu-Rajab - Abu-Rajab R 15 - General Surgery
- Dr Alistair D Adams - Adams A D 38 - Ophthalmology
- Mr Richard Adamson - Adamson R M 40 - ENT
- Ur Siddhartha Adhikari - Adhikari S 15 - Ophthalmology
- Mr Stephen Adjei - Adjei S 12 - Oral Maxillofacial
- Dr Pall Agustsson - Agustsson P 27 - Gynaecology
- Mr Kim W Ah-See - Ah-See K W 51 - ENT
- Dr A Ahbib - Ahbib A 5 - Gynaecology
- Mr Irfan Ahmed - Ahmed I 51 - General Surgery
- Mr Hamdi Ahmiedat - Ahmiedat H 11 - Urology
- Ms Gillian Ainsworth - Ainsworth G 60 - Oral Maxillofacial
- Mr Michael Aitchison - Aitchison M 57 - Urology
- Mr James Ajayi - Ajayi J 49 - General Surgery
- Mr Nihal Akeywickreme - Akeywickreme N 29 - General Surgery
- Mr Muhammad N Akhtar - Akhtar M N 18 - Urology
- Mr Gamar Akhtar - Akhtar G 9 - Orthopaedic
- Mr Ahmet Murat Akyol - Akyol A M 31 - General Surgery
- Dr Rawdha K Al-Kamil - Al-Kamil R K 155 - Gynaecology
- Mr Ali D Al-Asadi - Al-Asadi A D 42 - Vascular/General
- Mr L Al-Badran - Al-Badran L 11 - Orthopaedic
- Mr Bassam Al-Kari - Al-Kari B 51 - General Surgery
- Mr Ameir Al-Mukhtar - Al-Mukhtar A M 47 - General Surgery
- Mr Sheed Saleem K Al-Mukhtar - Al-Mukhtar S K 15 - Urology

In the main form, there is a text input field with the text 'No, who was the responsible consultant?'. An arrow points from this text to the input field. The bottom of the screen shows a footer with 'ISD', 'NHS NSS', 'GeNSS', and 'SHOW' icons, and the copyright notice '© ISD - SIG 2009'.

5. If you pick “Yes”, you will be asked if there were any other clinicians involved. Again you will be asked to select “Yes” or “No”.



**Accept Study**

1 error has occurred

- Other Clinicians - Value must be specified.

**Study Details** Cancel Proceed

Study Year / Number: 2010 / 285

Hospital: Southern General Hospital

Hospital Unit: 123456

Feedback Required:  Yes  No  Unknown

**Personal Details**

Surname: One Forename: Training Demo

CHI Number:

DOB: 15-MAR-1978

Date of Admission: 01-SEP-2010

Date of Death: 29-SEP-2010

**Confirm Ownership**

Responsible Consultant: Dr David W Teenan - Teenan D W 18

Correct Patient: Yes

Other Clinicians: -- Select --

-- Select --

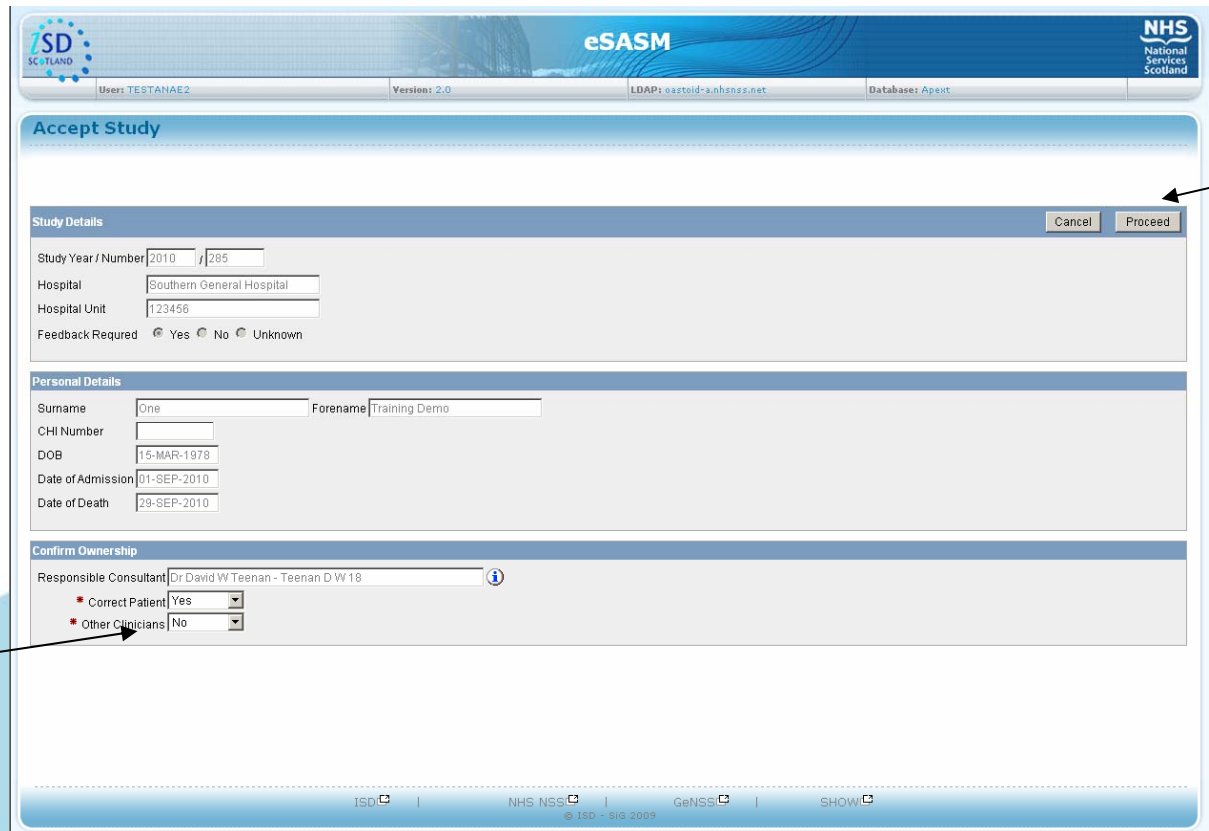
Yes

No

iSD | NHS NSS | GeNSS | SHOW

© iSD - 9/8 2009

6. If you choose “No” then you can simply go ahead and click proceed (see below).



**eSASM**

User: TESTANAE2    Version: 2.0    LDAP: eastoid-sunhss.net    Database: Apex

### Accept Study

**Study Details** Cancel Proceed

Study Year / Number: 2010 / 285

Hospital: Southern General Hospital

Hospital Unit: 123456

Feedback Required:  Yes  No  Unknown

**Personal Details**

Surname: One    Forename: Training Demo

CHI Number: [ ]

DOB: 15-MAR-1978

Date of Admission: 01-SEP-2010

Date of Death: 29-SEP-2010

**Confirm Ownership**

Responsible Consultant: Dr David W Teenan - Teenan D W 18

Correct Patient: Yes

Other Clinicians: No

ISD | NHS NSS | GeNSS | SHOW

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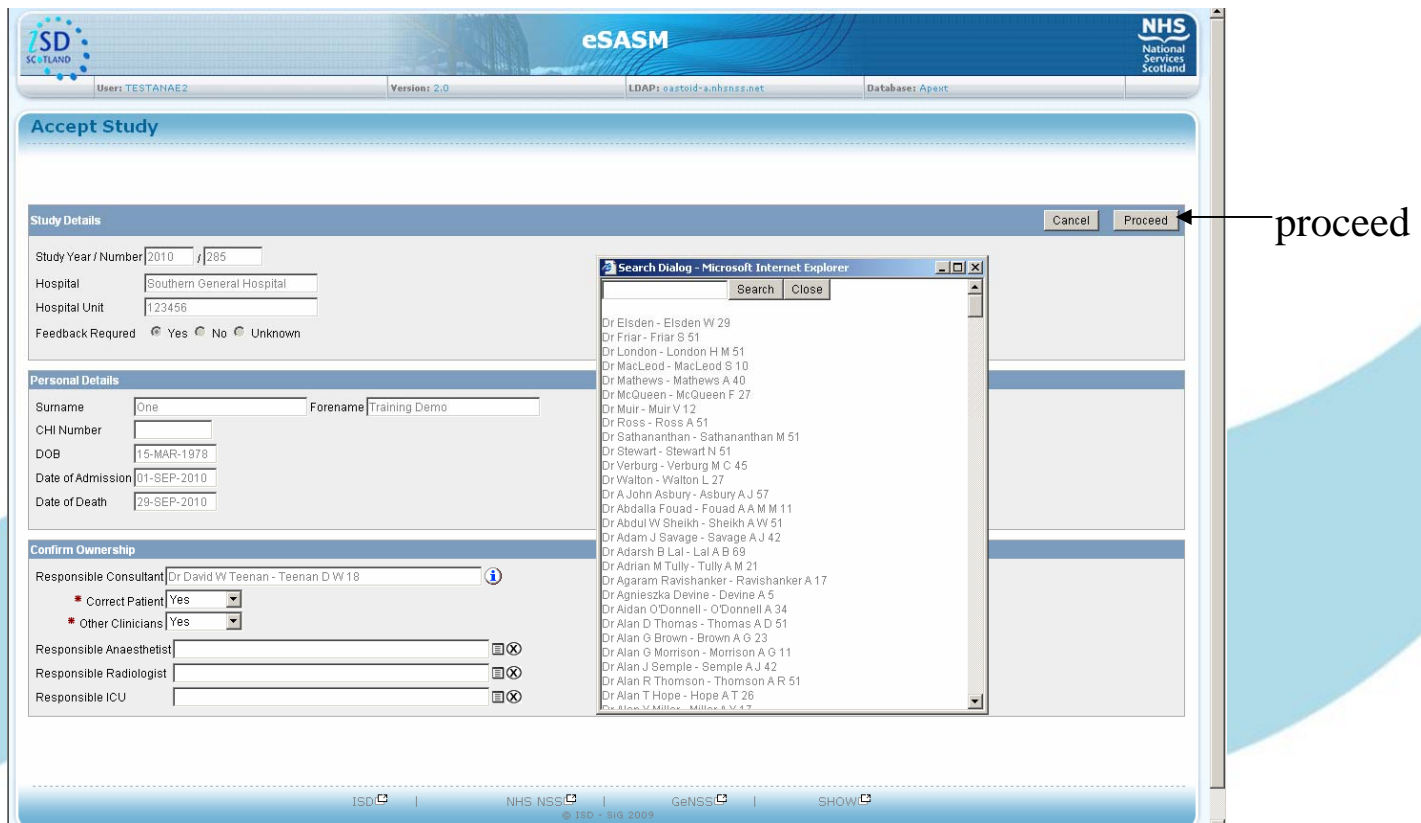


7. If you click “Yes” you must then name the other clinicians involved from a list and then click proceed. You should input clinicians’ names from:

**Anaesthetics** – If there was an operation

**ICU** – If the patient died in ICU

**Radiology** – If the patient had an interventional radiology procedure.



The screenshot displays the eSASM web application interface. At the top, there is a header with the ISD SCOTLAND logo on the left, the text "eSASM" in the center, and the NHS National Services Scotland logo on the right. Below the header, a navigation bar shows "User: TESTANAE2", "Version: 2.0", "LDAP: oastoid-nhs.nss.net", and "Database: Apex".

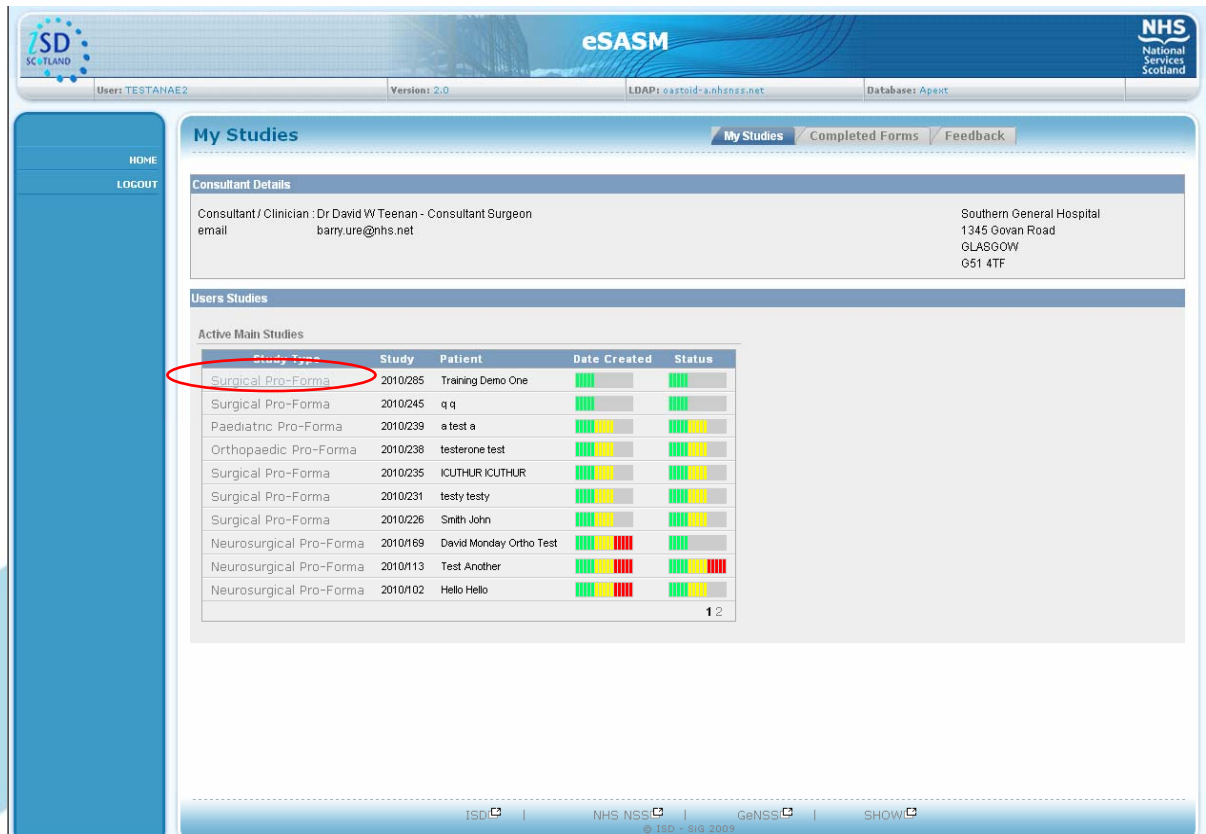
The main content area is titled "Accept Study" and contains several sections:

- Study Details:** Includes fields for "Study Year / Number" (2010 / 285), "Hospital" (Southern General Hospital), "Hospital Unit" (123456), and "Feedback Required" (Yes, No, Unknown).
- Personal Details:** Includes fields for "Surname" (One), "Forename" (Training Demo), "CHI Number", "DOB" (15-MAR-1978), "Date of Admission" (01-SEP-2010), and "Date of Death" (29-SEP-2010).
- Confirm Ownership:** Includes a "Responsible Consultant" dropdown (Dr David W Teenan - Teenan D W 18), radio buttons for "Correct Patient" (Yes) and "Other Clinicians" (Yes), and dropdowns for "Responsible Anaesthetist", "Responsible Radiologist", and "Responsible ICU".

On the right side of the "Study Details" section, there are "Cancel" and "Proceed" buttons. An arrow points from the word "proceed" to the "Proceed" button. A "Search Dialog - Microsoft Internet Explorer" window is open over the "Responsible Consultant" dropdown, displaying a list of clinicians with a search bar and a "Close" button.

At the bottom of the page, there is a footer with "ISD", "NHS NSS", "GeNSS", and "SHOW" icons, and the text "© ISD - SIG 2009".

- Once you have accepted the study you will automatically be taken back to your “My Studies” page. If you want to complete the form, then click on the relevant study.



**eSASM** | NHS National Services Scotland

User: TESTANAE2 | Version: 2.0 | LDAP: eastoid-a.nhss.net | Database: Apex

**My Studies** | Completed Forms | Feedback

**Consultant Details**

Consultant / Clinician : Dr David W Teenan - Consultant Surgeon  
 email : barry.ure@nhs.net

Southern General Hospital  
 1345 Govan Road  
 GLASGOW  
 G51 4TF

**Users Studies**

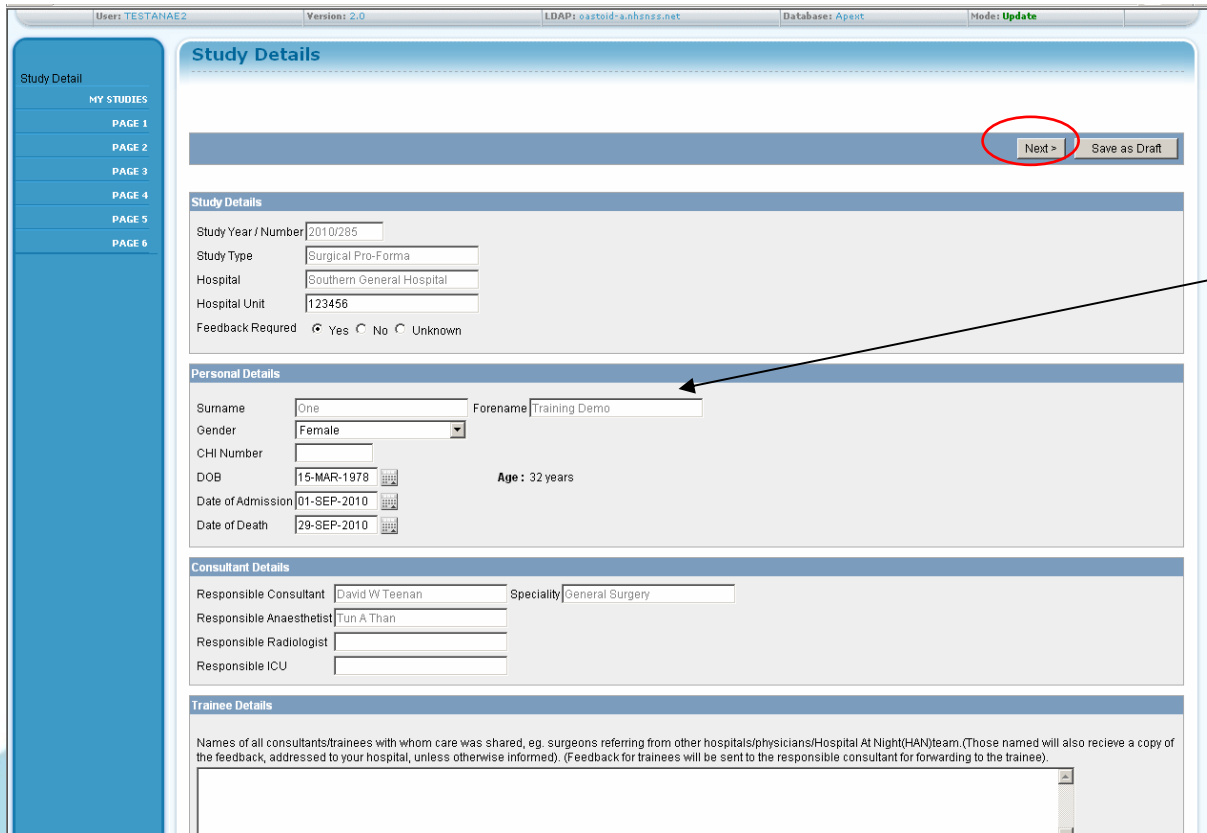
Active Main Studies

Study Type	Study	Patient	Date Created	Status
Surgical Pro-Forma	2010/285	Training Demo One	■■■■	■■■■
Surgical Pro-Forma	2010/245	q q	■■■■	■■■■
Paediatric Pro-Forma	2010/239	a test a	■■■■	■■■■
Orthopaedic Pro-Forma	2010/238	testerone test	■■■■	■■■■
Surgical Pro-Forma	2010/235	KCUTHUR KCUTHUR	■■■■	■■■■
Surgical Pro-Forma	2010/231	testy testy	■■■■	■■■■
Surgical Pro-Forma	2010/226	Smith John	■■■■	■■■■
Neurosurgical Pro-Forma	2010/169	David Monday Ortho Test	■■■■	■■■■
Neurosurgical Pro-Forma	2010/113	Test Another	■■■■	■■■■
Neurosurgical Pro-Forma	2010/102	Hello Hello	■■■■	■■■■

1 2

ISD | NHS NSS | GeNSS | SHOW  
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2. The front page of the form will then be open.



The screenshot shows a web browser window displaying a form titled "Study Details". The browser's address bar shows "Users: TESTANAE2", "Version: 2.0", "LDAP: eastoid-a.nhs.nhs.net", "Database: Apex", and "Mode: Update". The form is divided into several sections:

- Study Details:** Includes fields for "Study Year / Number" (2010/285), "Study Type" (Surgical Pro-Forma), "Hospital" (Southern General Hospital), "Hospital Unit" (123456), and "Feedback Required" (Yes, No, Unknown).
- Personal Details:** Includes fields for "Surname" (One), "Forename" (Training Demo), "Gender" (Female), "CHI Number", "DOB" (15-MAR-1978), "Age" (32 years), "Date of Admission" (01-SEP-2010), and "Date of Death" (29-SEP-2010).
- Consultant Details:** Includes fields for "Responsible Consultant" (David W Teenan), "Speciality" (General Surgery), "Responsible Anaesthetist" (Tun A Than), "Responsible Radiologist", and "Responsible ICU".
- Trainee Details:** Includes a text area for "Names of all consultants/trainees with whom care was shared, eg. surgeons referring from other hospitals/physicians/Hospital At Night(HAN) team. (Those named will also receive a copy of the feedback, addressed to your hospital, unless otherwise informed). (Feedback for trainees will be sent to the responsible consultant for forwarding to the trainee)."

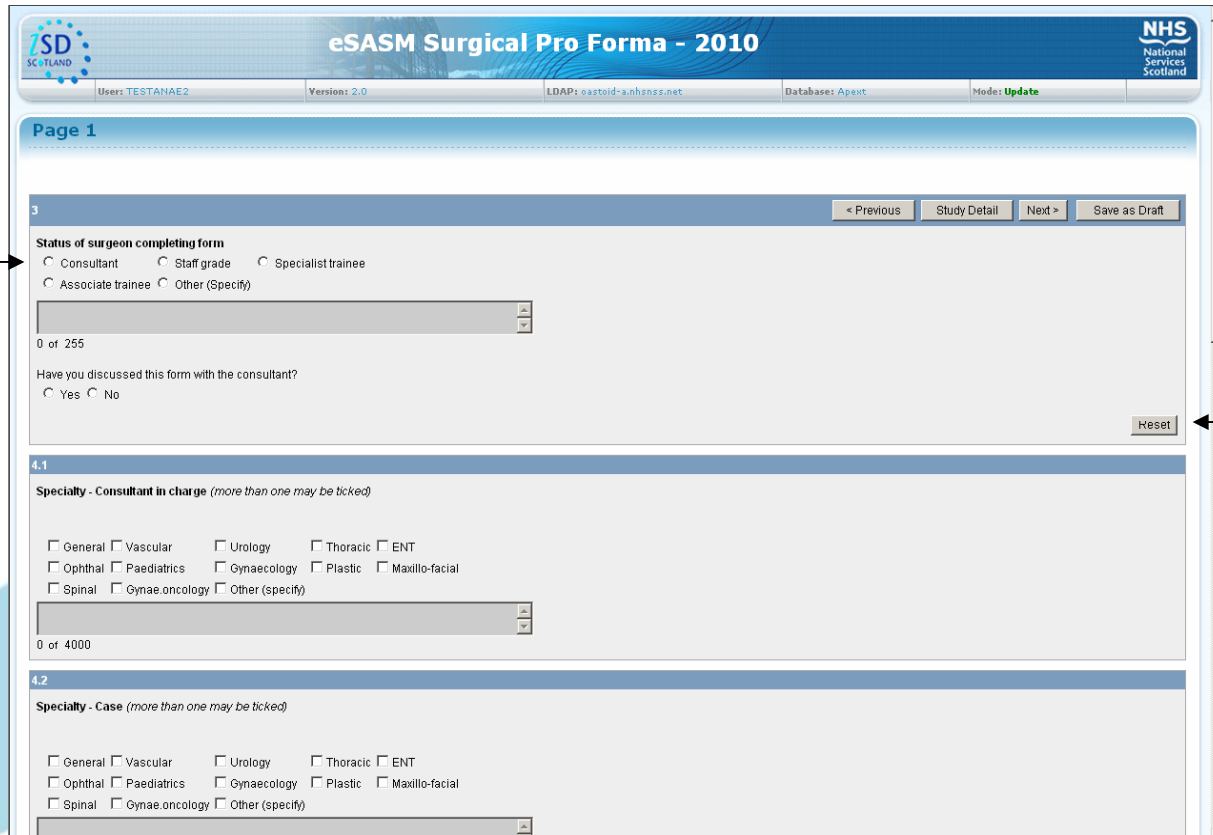
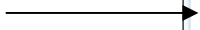
A red circle highlights the "Next >" button in the top right corner of the form. An arrow points from the text "Patient details" to the "Personal Details" section.

Patient details

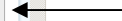
3. If you are satisfied with the details then you can simply click “next”, to go on to the next page.

4. The next page is where the clinician starts to complete the form. The first question is “Status of surgeon completing the form”. Clicking the appropriate radio button can complete this question.

Radio buttons



Reset section button



5. If you make a mistake, the radio buttons in that section can be reset.

**eSASM Surgical Pro Forma - 2010**

NHS  
National Services Scotland

Users: TESTANAE2    Version: 2.0    LDAP: eastoid-a.nhsnss.net    Database: Apex    Mode: Update

**Page 1**

**3**

**Status of surgeon completing form**

Consultant     Staff grade     Specialist trainee  
 Associate trainee     Other (Specify)

0 of 255

Have you discussed this form with the consultant?

Yes     No

---

**4.1**

**Specialty - Consultant in charge** *(more than one may be ticked)*

General     Vascular     Urology     Thoracic     ENT  
 Ophthal     Paediatrics     Gynaecology     Plastic     Maxillo-facial  
 Spinal     Gynae.oncology     Other (specify)

0 of 4000

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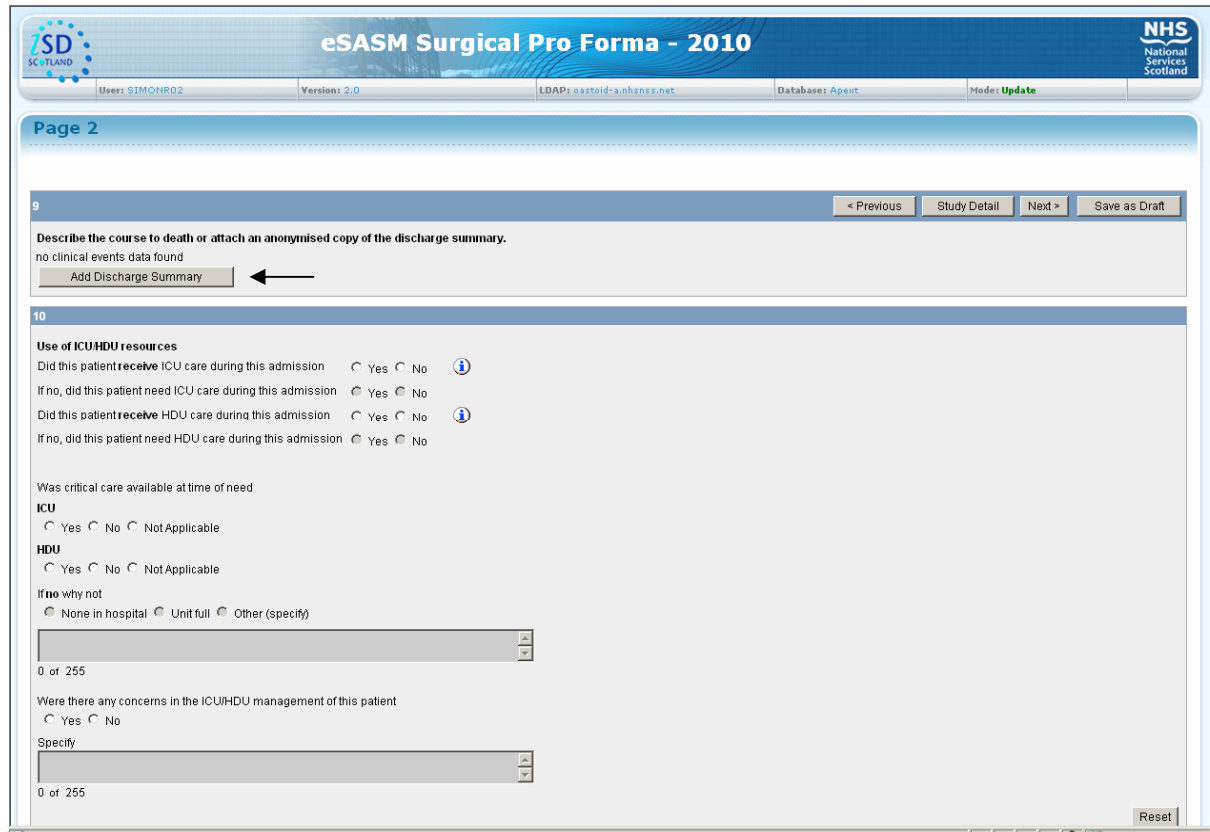
**4.2**

**Specialty - Case** *(more than one may be ticked)*

General     Vascular     Urology     Thoracic     ENT  
 Ophthal     Paediatrics     Gynaecology     Plastic     Maxillo-facial  
 Spinal     Gynae.oncology     Other (specify)

Save as draft

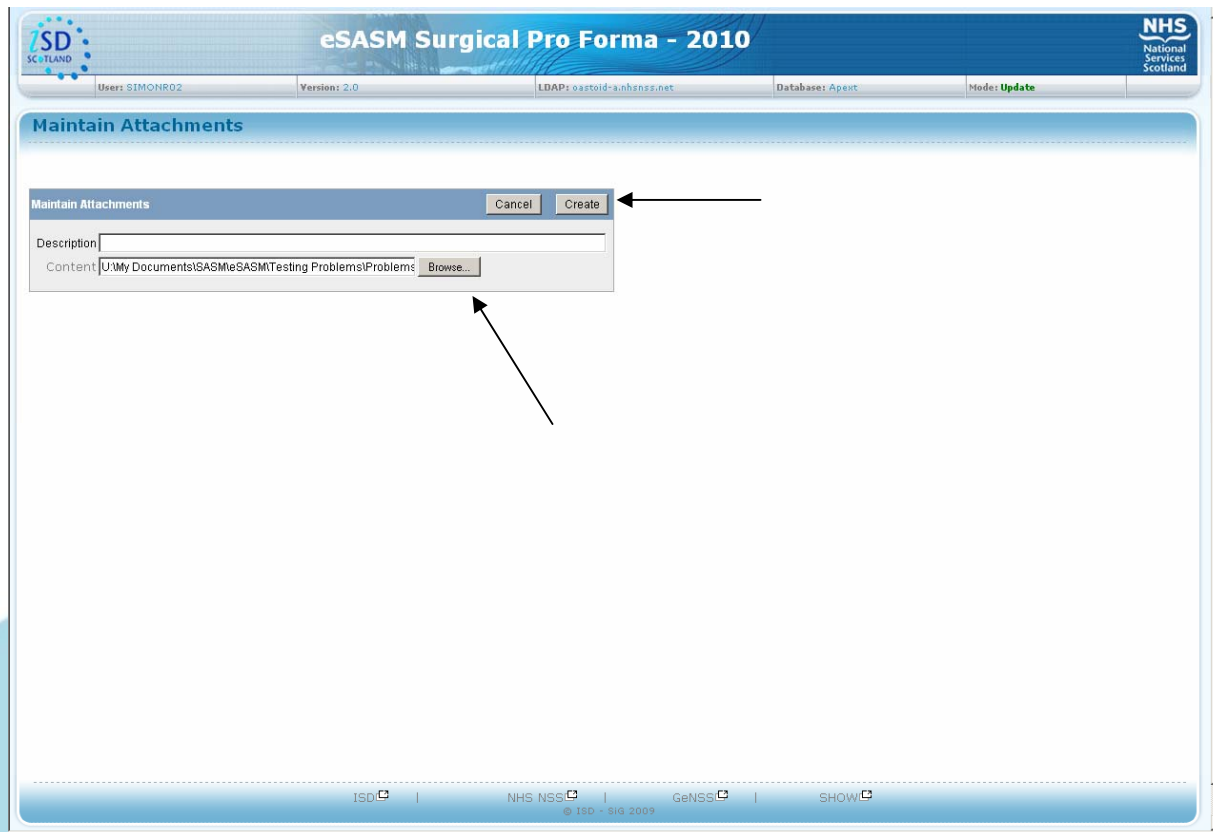
6. Go through the form by answering the questions and clicking next at the bottom or top of each page.
7. You must remember to use the save as draft if you are going back to a previous page or leaving your computer for any length of time. If your computer is left idle, eSASM is designed to log you out after 30 minutes. If you haven't saved you will lose all the information you have entered.
8. The study detail button will just take you back to the very first page, with the patients details.



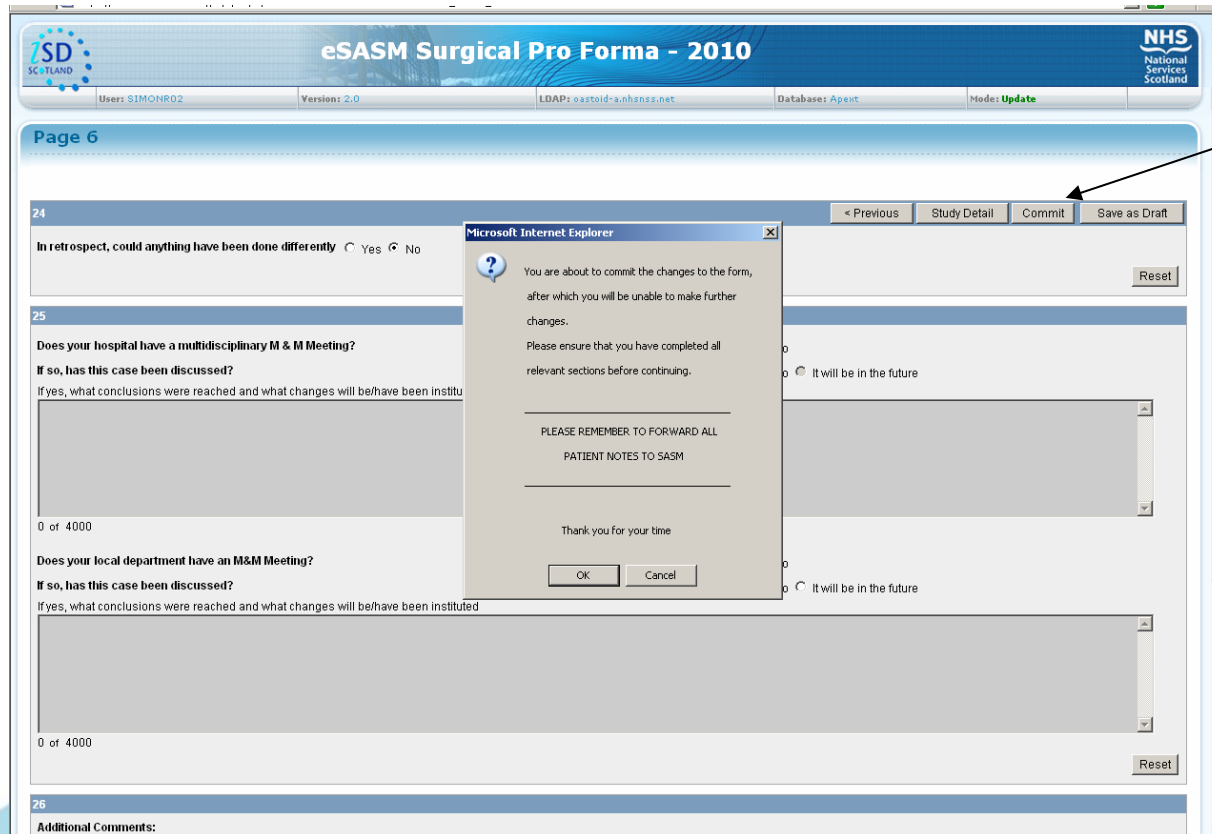
9. eSASM also allows you to attach documents such as discharge summaries. You can attach any type of file including PDF.

Simply click on the “**add discharge summary**” button.

10. Then click on “new attachment” button.
11. Then click browse, and locate the file you want to upload.
12. Click on the file then click open and then click create.







13. Once you have completed the form, you simply click “commit” on the last page. Once you click this a warning will appear to make sure you meant to submit the form. After the form has been committed you cannot make any changes or get the form back.





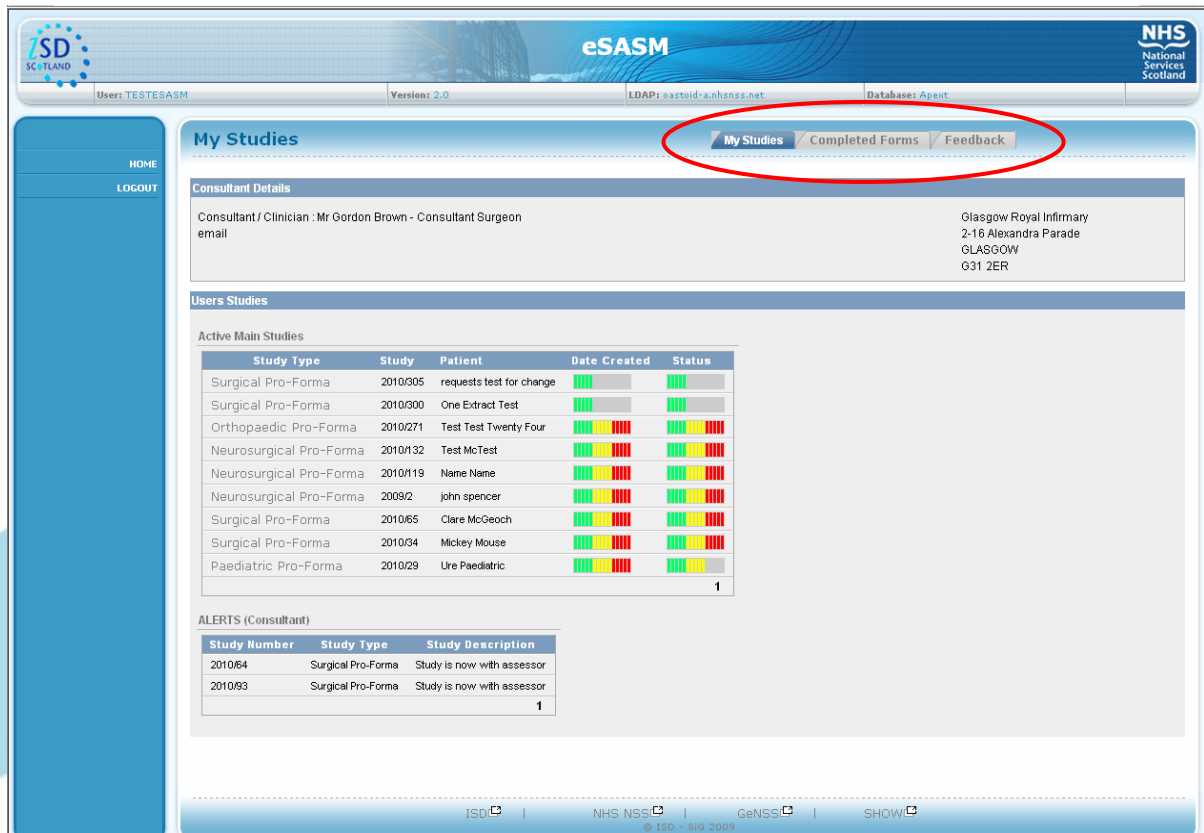
## What happens next?



- Once you have submitted the form. SASM information support officers go through the form and ensure it has been completed properly and anonymise any identifiable data.
- Once this has been done and any other ICU, Anaesthetics or IR forms are returned (where applicable) the study is then ready to be sent to a first line assessor.
- Clinicians will receive regular alerts notifying them what stage their study is at.
- Once the study has been through the SASM process then the clinician will receive feedback.

# Feedback

There are 3 types of feedback; No ACONs, ACONs, CNR feedback. Feedback can be found on your “my studies” page. There are 3 tabs as shown below.



The screenshot shows the eSASM interface. At the top, there are navigation links: HOME, LOGOUT. The main header includes the ISD SCOTLAND logo, the eSASM title, and the NHS National Services Scotland logo. Below the header, there are system information fields: Users: TESTESASM, Version: 2.0, LDAP: eastoid-anhans.net, and Database: Apexit.

The main content area is titled "My Studies" and contains three tabs: "My Studies", "Completed Forms", and "Feedback". The "Feedback" tab is circled in red. Below the tabs, there is a section for "Consultant Details" showing information for Mr Gordon Brown, Consultant Surgeon, at Glasgow Royal Infirmary. Below this is a section for "Users Studies" with a table of "Active Main Studies".

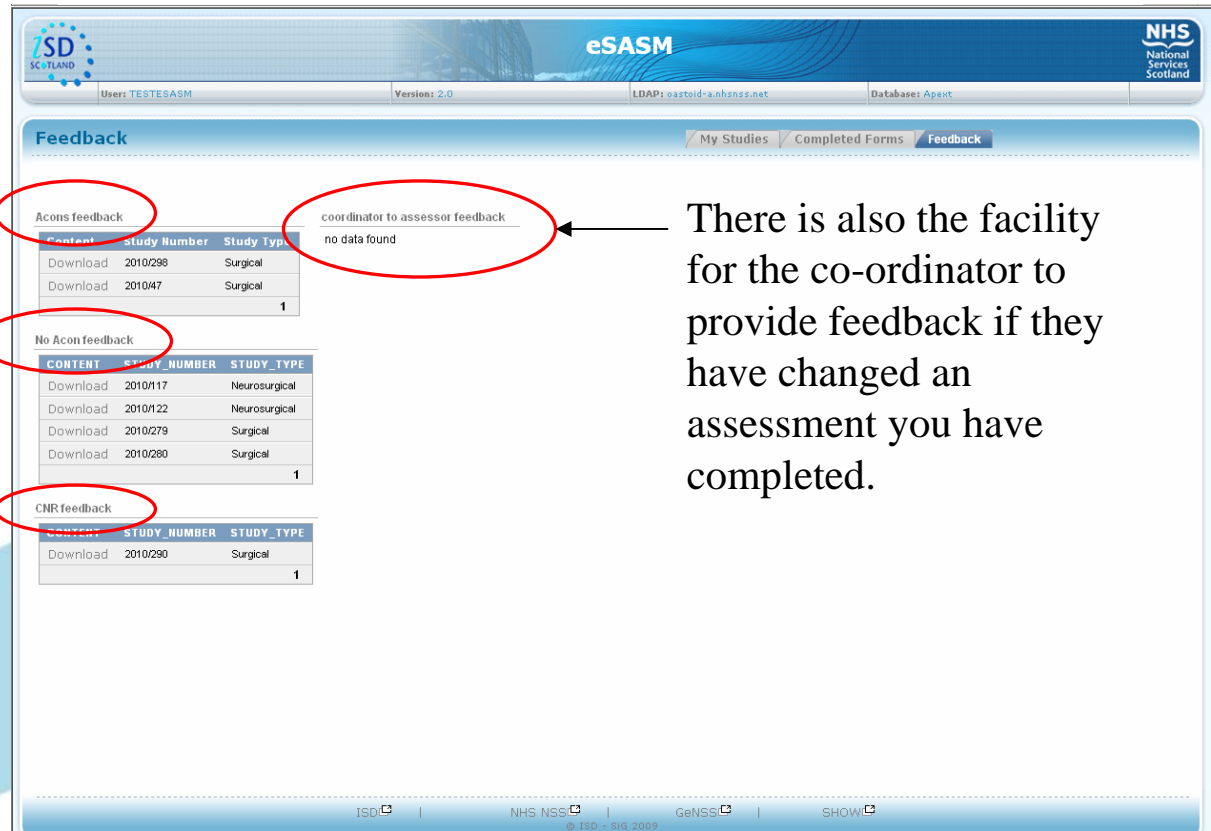
Study Type	Study	Patient	Date Created	Status
Surgical Pro-Forma	2010/305	requests test for change		
Surgical Pro-Forma	2010/300	One Extract Test		
Orthopaedic Pro-Forma	2010/271	Test Test Twenty Four		
Neurosurgical Pro-Forma	2010/132	Test McTest		
Neurosurgical Pro-Forma	2010/119	Name Name		
Neurosurgical Pro-Forma	2009/2	john spencer		
Surgical Pro-Forma	2010/65	Clare McGeoch		
Surgical Pro-Forma	2010/34	Mickey Mouse		
Paediatric Pro-Forma	2010/29	Ure Paediatric		

Below the table, there is an "ALERTS (Consultant)" section with a table:

Study Number	Study Type	Study Description
2010/64	Surgical Pro-Forma	Study is now with assessor
2010/93	Surgical Pro-Forma	Study is now with assessor

At the bottom of the page, there are links for ISD, NHS NSS, GeNSS, and SHOW, along with a copyright notice: © ISD - SIG 2009.

To view feedback simply click on the feedback tab and the page below will open. The feedback is listed under 3 categories. Click on the relevant study's download button



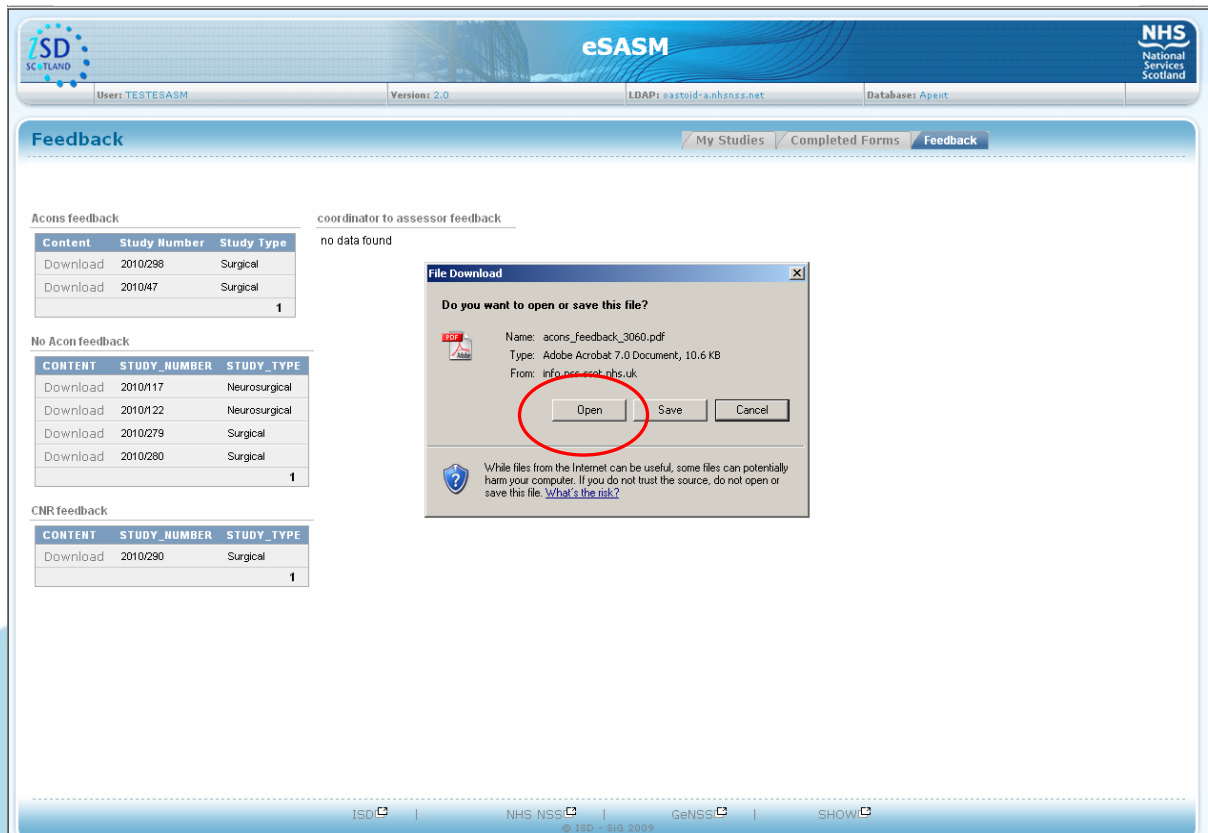
The screenshot shows the eSASM Feedback page. The page has a header with the ISD SCOTLAND logo, the eSASM title, and the NHS National Services Scotland logo. Below the header, there are navigation tabs: My Studies, Completed Forms, and Feedback. The Feedback tab is selected. The page is divided into three sections, each with a red circle around its title:

- Acons feedback**: This section contains a table with columns 'Content', 'Study Number', and 'Study Type'. It lists two rows: 'Download 2010/298 Surgical' and 'Download 2010/47 Surgical'. A red circle highlights the 'coordinator to assessor feedback' link, which points to a 'no data found' message.
- No Acon feedback**: This section contains a table with columns 'CONTENT', 'STUDY\_NUMBER', and 'STUDY\_TYPE'. It lists four rows: 'Download 2010/117 Neurosurgical', 'Download 2010/122 Neurosurgical', 'Download 2010/279 Surgical', and 'Download 2010/280 Surgical'. A red circle highlights the 'Download' button for the first row.
- CNR feedback**: This section contains a table with columns 'CONTENT', 'STUDY\_NUMBER', and 'STUDY\_TYPE'. It lists one row: 'Download 2010/290 Surgical'. A red circle highlights the 'Download' button.

There is also the facility for the co-ordinator to provide feedback if they have changed an assessment you have completed.

ISD | NHS NSS | GeNSS | SHOW  
© ISD - SIG 2009

When you click “download”, a file download box will appear select “open”



The screenshot shows the eSASM web application interface. The top navigation bar includes the ISD SCOTLAND logo, the text "eSASM", and the NHS National Services Scotland logo. Below the navigation bar, there are tabs for "My Studies", "Completed Forms", and "Feedback".

The main content area is titled "Feedback" and contains three sections of feedback data:

- Acons feedback:** A table with columns "Content", "Study Number", and "Study Type". It shows two rows of "Download" entries for study numbers 2010/298 and 2010/47, both of type "Surgical". A count of "1" is shown at the bottom right of the table.
- No Acon feedback:** A table with columns "CONTENT", "STUDY\_NUMBER", and "STUDY\_TYPE". It shows four rows of "Download" entries for study numbers 2010/117, 2010/122, 2010/279, and 2010/280, with types "Neurosurgical" and "Surgical". A count of "1" is shown at the bottom right of the table.
- CNR feedback:** A table with columns "CONTENT", "STUDY\_NUMBER", and "STUDY\_TYPE". It shows one row of "Download" entry for study number 2010/290, of type "Surgical". A count of "1" is shown at the bottom right of the table.

A "File Download" dialog box is overlaid on the screen, asking "Do you want to open or save this file?". The dialog displays the following information:

- Name: acons\_feedback\_3060.pdf
- Type: Adobe Acrobat 7.0 Document, 10.6 KB
- From: info.nss.scot.nhs.uk

The "Open" button is circled in red. Below the dialog, there is a warning message: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

At the bottom of the page, there is a footer with the text "© ISD - SIG 2009" and several small icons.





## Appealing Feedback



- All clinicians have the right to appeal the feedback they receive if they don't agree with the findings.
- Simply contact SASM **via the email link**, include the study number and the reasons for raising your appeal.
- The SASM team will acknowledge your appeal and it will be sent to a regional co-ordinator to re-assess.
- You will receive a response within 4 weeks.