



How to complete a Co-ordinators Form on eSASM



Accessing eSASM

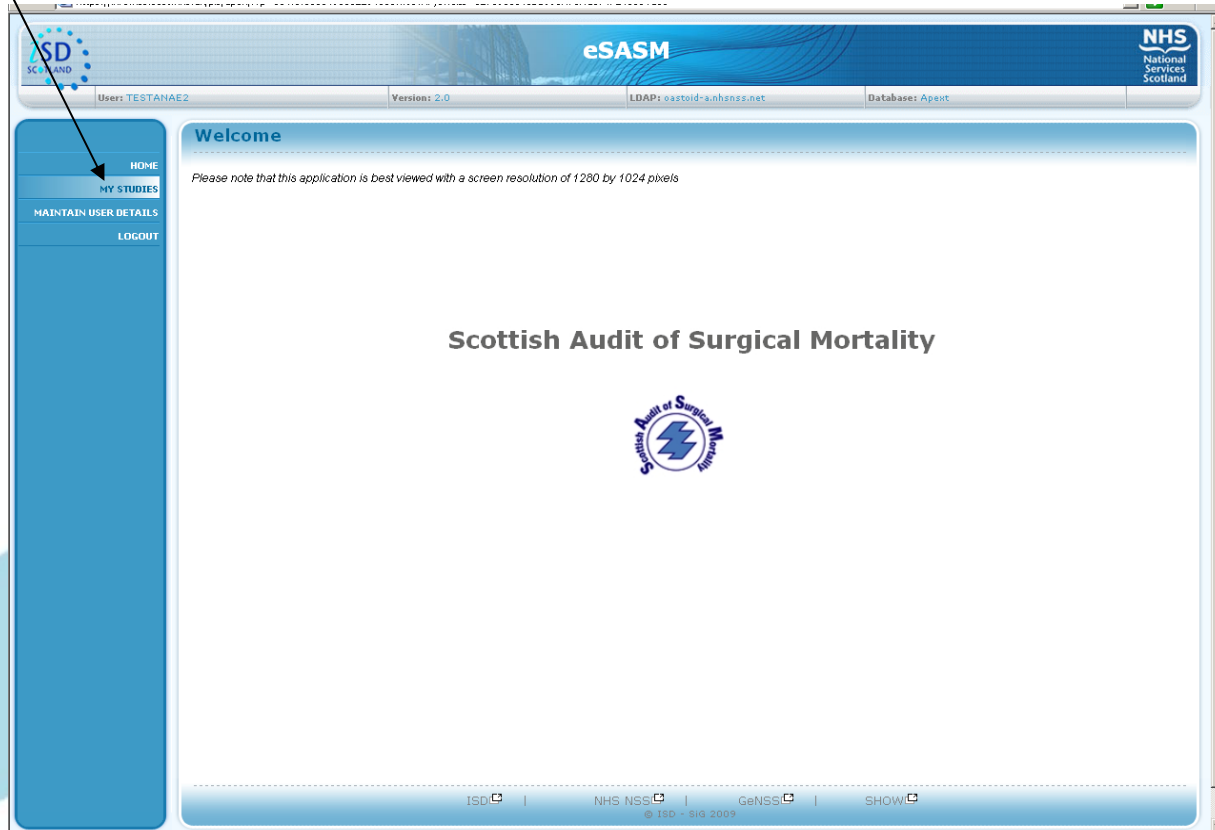


- Each clinician will have been allocated their own unique username and password.
- On the login screen enter your username and password and click “login”.

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, a 'Login' button, and a 'forgotten password' link. The footer of the page contains links for 'ISD', 'NHS NSS', 'GeNSS', and 'SHOW'.

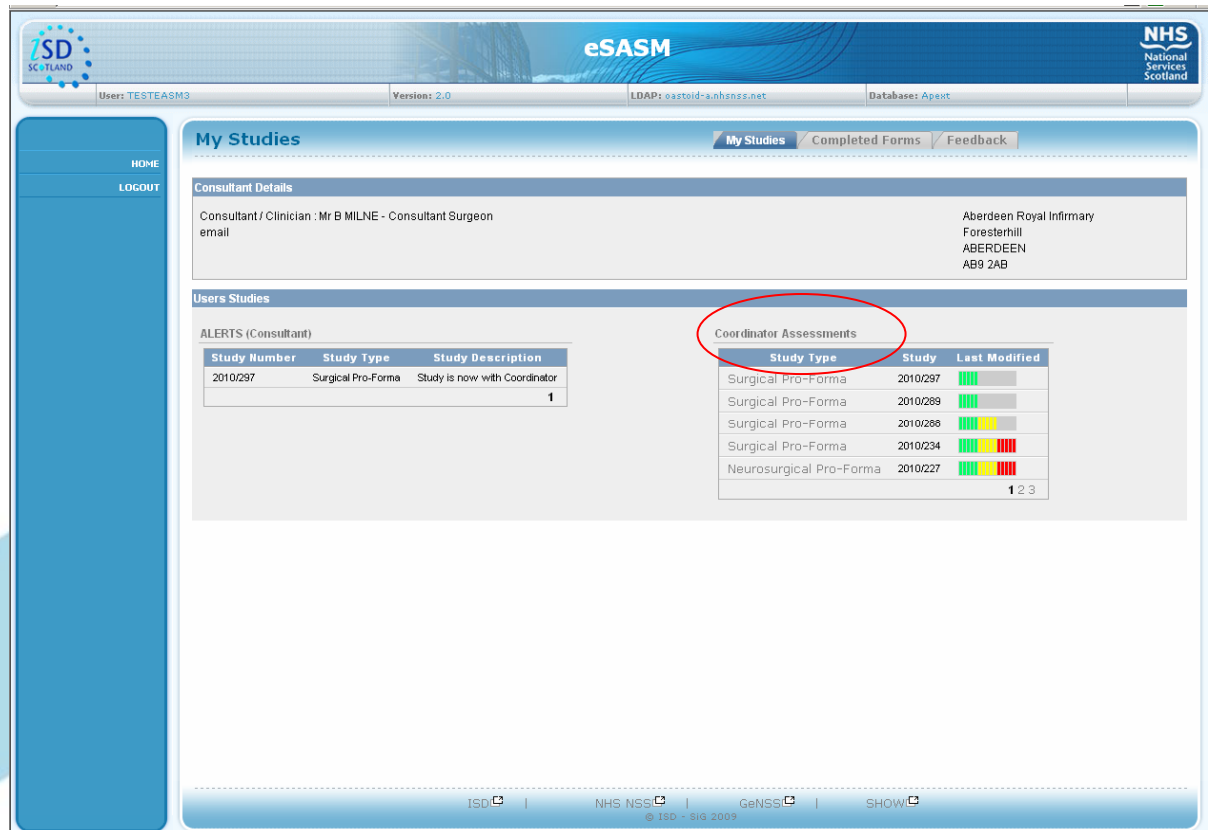
Checking your allocated studies

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 four items: 'HOME', 'MY STUDIES', 'MAINTAIN USER DETAILS', and 'LOGOUT'. The 'MY STUDIES' item is highlighted with a blue background. An arrow points from the text '1. Click on my studies' to this 'MY STUDIES' menu item. 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, the text 'Scottish Audit of Surgical Mortality' is displayed in a large, bold, black font, with the logo of the Scottish Audit of Surgical Mortality (a blue circle containing a white lightning bolt) centered underneath. At the bottom of the page, there is a footer with links for 'ISD', 'NHS NSS', 'GeNSS', and 'SHOW', along with a copyright notice: '© ISD - SIG 2009'.

2. The page below will appear.

- On the left hand side you will have any studies that you were the responsible consultant for
- On the right hand side you will have any active co-ordinator's assessments you have been allocated.



The screenshot displays 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 several tabs: 'My Studies', 'Completed Forms', and 'Feedback'. The 'My Studies' tab is currently selected.

The main content area is divided into several sections:

- Consultant Details:** Displays information for Mr B MILNE - Consultant Surgeon, including his email and the hospital name (Aberdeen Royal Infirmary, Foresterhill, ABERDEEN, AB9 2AB).
- Users Studies:** A section containing an 'ALERTS (Consultant)' table and a 'Coordinator Assessments' table.

The 'ALERTS (Consultant)' table has the following data:

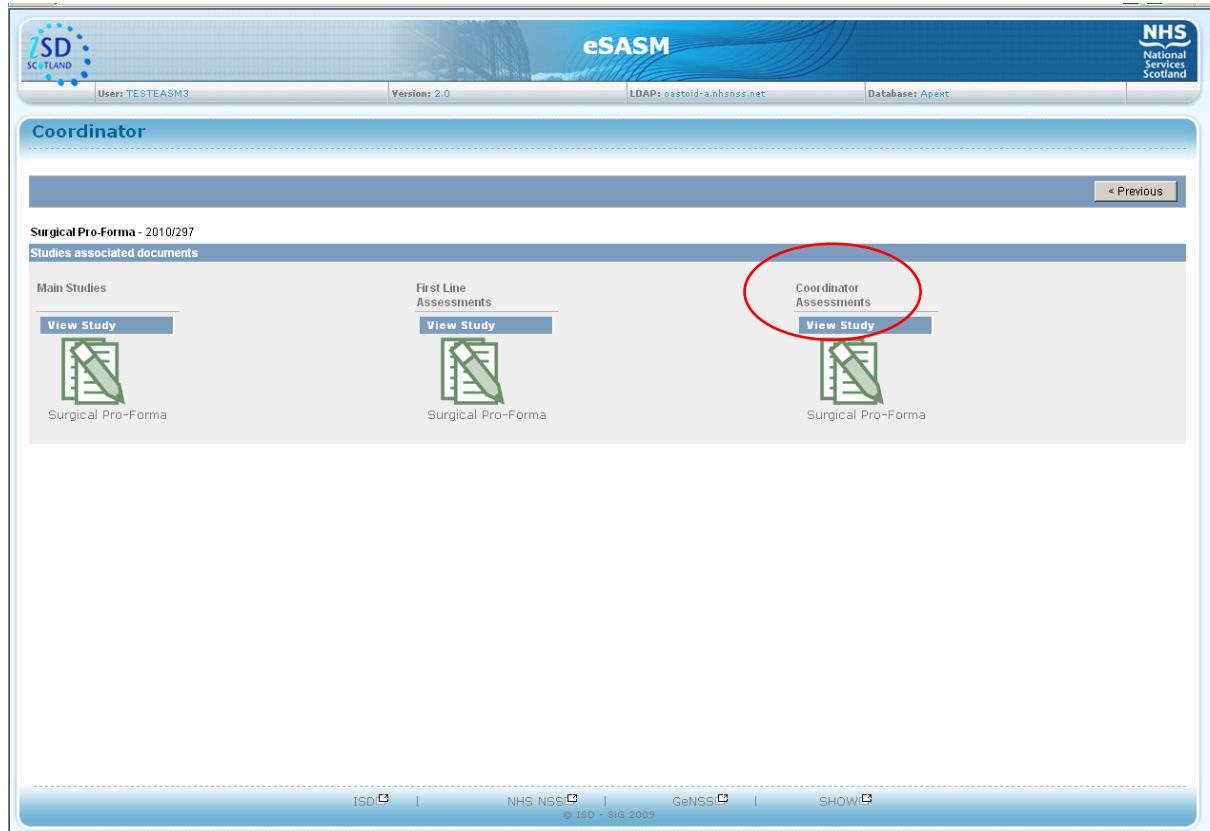
| Study Number | Study Type | Study Description | |
|--------------|--------------------|-------------------------------|---|
| 2010297 | Surgical Pro-Forma | Study is now with Coordinator | 1 |

The 'Coordinator Assessments' table has the following data:

| Study Type | Study | Last Modified |
|-------------------------|---------|---------------|
| Surgical Pro-Forma | 2010297 | ■■■■ |
| Surgical Pro-Forma | 2010289 | ■■■■ |
| Surgical Pro-Forma | 2010288 | ■■■■ |
| Surgical Pro-Forma | 2010234 | ■■■■ |
| Neurosurgical Pro-Forma | 2010227 | ■■■■ |

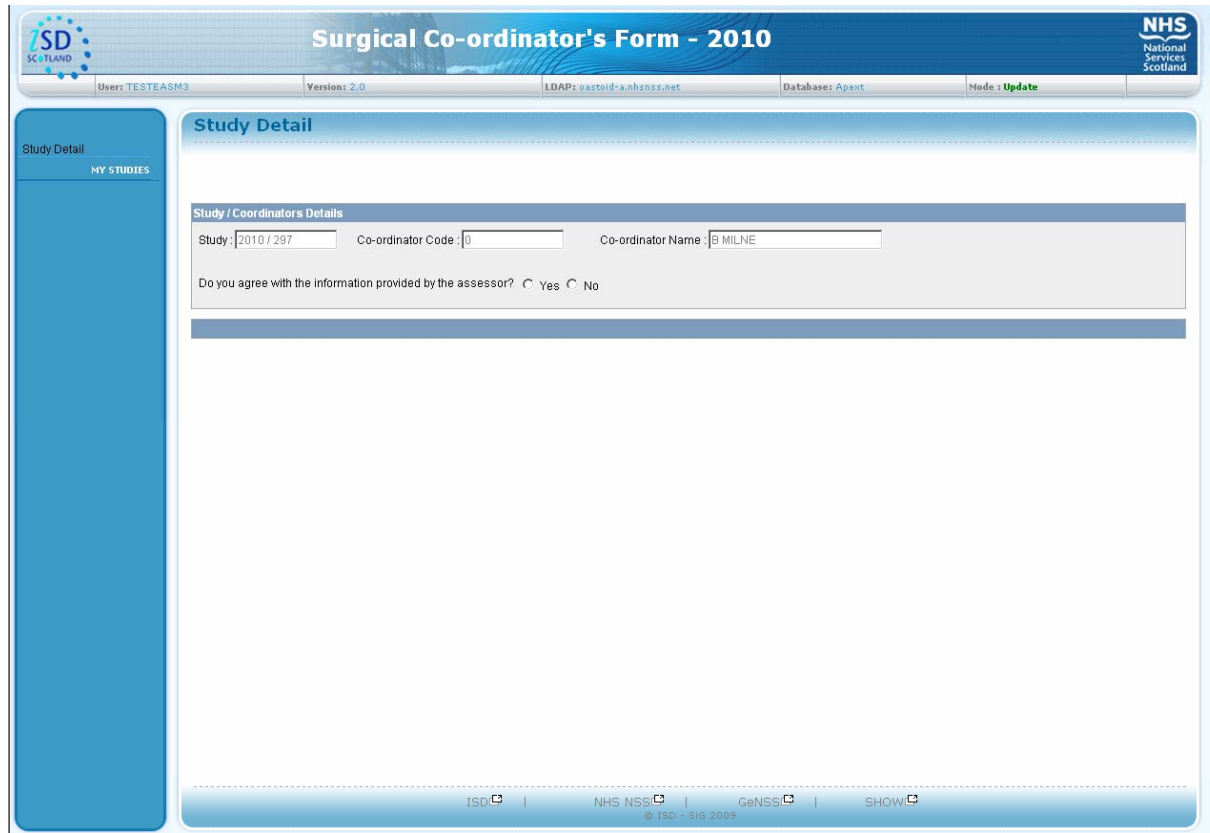
The 'Coordinator Assessments' table also includes a pagination control at the bottom right, showing '1 2 3'.

The footer of the page contains the following text: ISD | NHS NSS | GeNSS | SHOW | © ISD - SIG 2009



3. Click on the relevant study and the page above will appear.

4. You will be able to see the original forms, the 1st line assessment and there will be a co-ordinator's assessment form that you can complete.

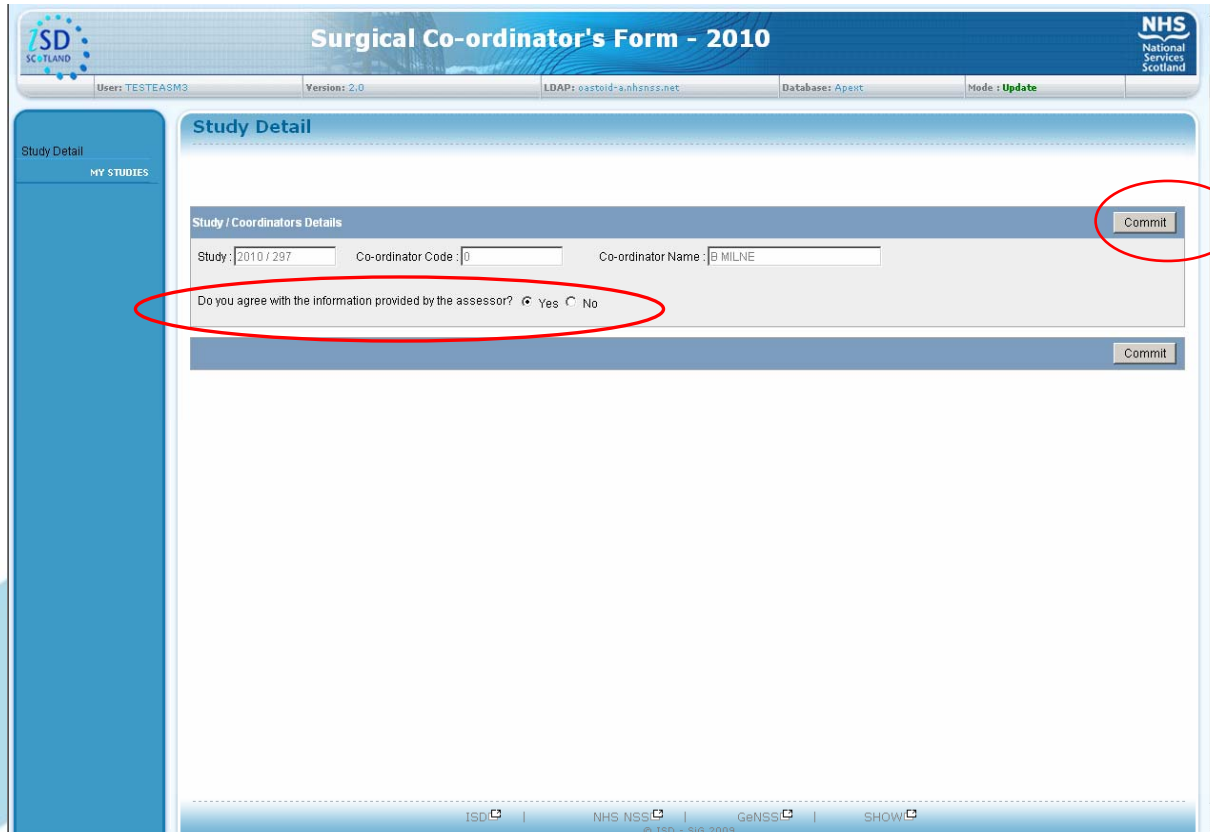
A screenshot of a web-based form titled 'Surgical Co-ordinator's Form - 2010'. The form is displayed in a browser window with a blue header and a sidebar on the left. The header includes the iSD SCOTLAND logo, the title, and the NHS National Services Scotland logo. The sidebar contains a 'Study Detail' section with a 'MY STUDIES' link. The main content area is titled 'Study Detail' and contains a 'Study / Coordinators Details' section with input fields for 'Study:' (2010 / 297), 'Co-ordinator Code:' (0), and 'Co-ordinator Name:' (B MILNE). Below these fields is a question: 'Do you agree with the information provided by the assessor?' with radio buttons for 'Yes' and 'No'. The footer of the form includes links for 'iSD', 'NHS NSS', 'GeNSS', and 'SHOW', along with a copyright notice: '© iSD - SIG 2009'.

5. Co-ordinator's should carefully read all the forms associated with the study and the assessments before completing the co-ordinators assessment form.

6. The assessment form differs from the old paper version. Above is an example of what appears as the co-ordinators assessment form.

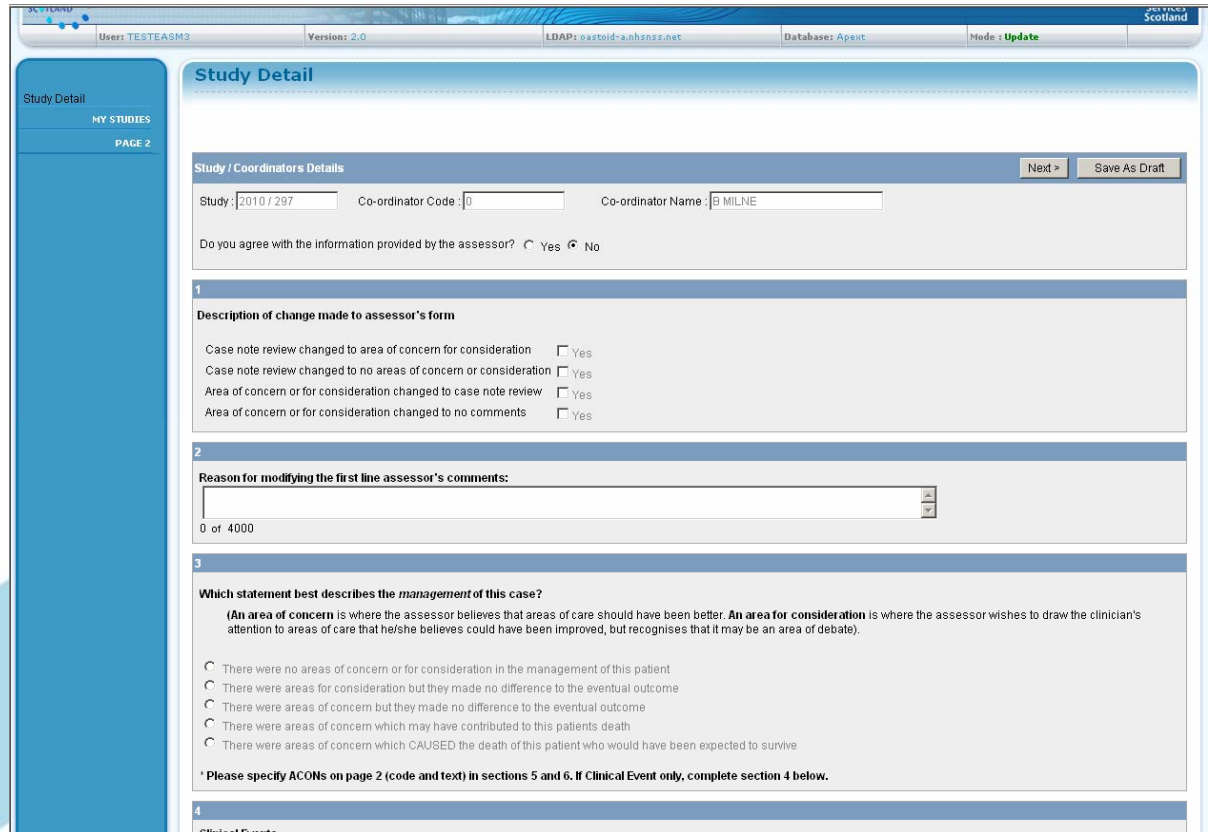
7. The question asks the co-ordinator if they agree with the 1st line assessment.

If you choose “Yes” then that is the form completed and you simply have to click “commit”.



The screenshot shows a web application interface for the 'Surgical Co-ordinator's Form - 2010'. The page has a blue header with the iSD SCOTLAND logo on the left and the NHS National Services Scotland logo on the right. Below the header, there is a navigation bar with the following text: 'User: TESTEAS3', 'Version: 2.0', 'LDAP: oastoid-a.nhs.nss.net', 'Databases: Apeit', and 'Mode: Update'. The main content area is titled 'Study Detail' and contains a section for 'Study / Coordinators Details'. This section includes three input fields: 'Study:' with the value '2010 / 297', 'Co-ordinator Code:' with the value '0', and 'Co-ordinator Name:' with the value 'B MILNE'. Below these fields is a question: 'Do you agree with the information provided by the assessor?' with radio buttons for 'Yes' (selected) and 'No'. There are two 'Commit' buttons: one at the top right of the form section and one at the bottom right. Two red circles highlight the 'Commit' button at the top right and the 'Yes' radio button. The footer of the page contains the text: 'iSD | NHS NSS | GeNSS | SHOW' and '© iSD - SIG 2009'.

8. If you choose “no” you don’t agree with the 1st line assessment then the form opens up for a more detailed co-ordinators assessment, which has 2 pages and allows for clinical codes and ACON codes to be entered.

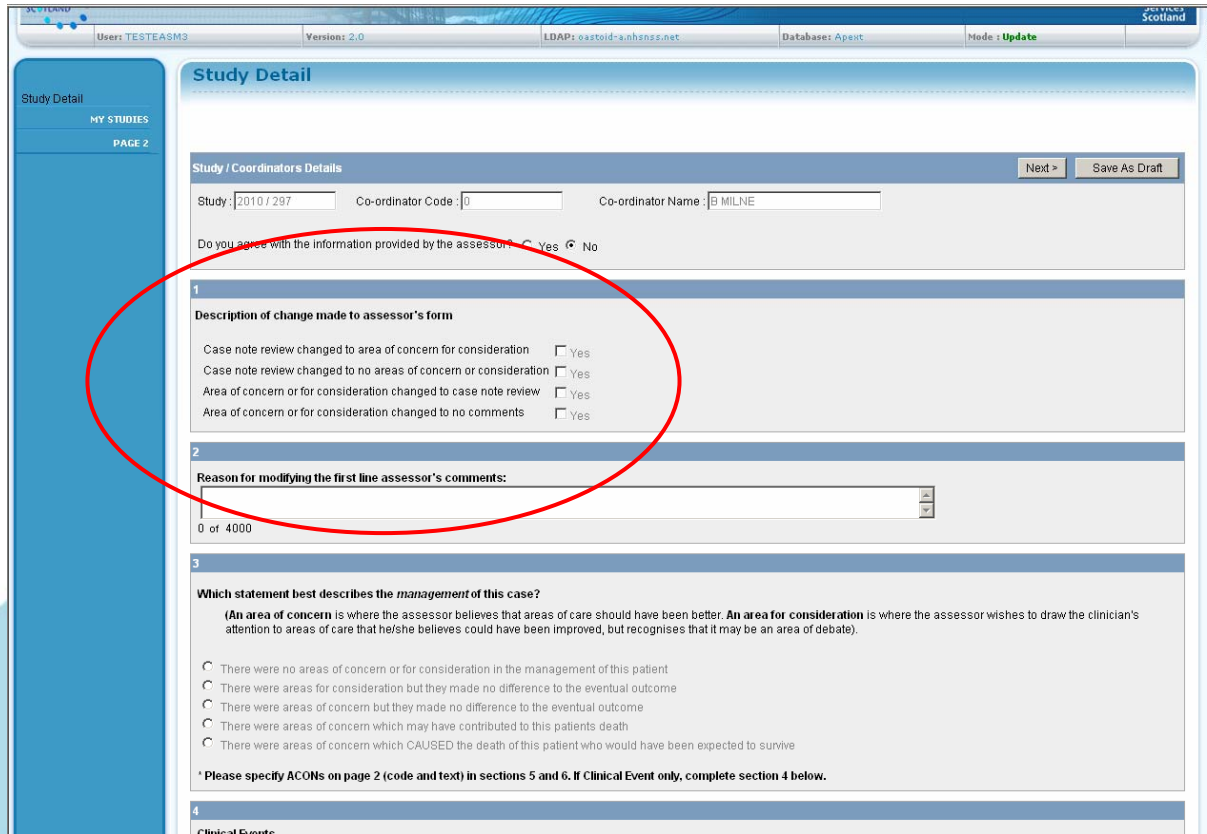


The screenshot shows a web application interface for 'Study Detail'. The top navigation bar includes user information (User: TESTEASM3), version (2.0), LDAP details, database name (Apent), and a 'Mode: Update' indicator. A left sidebar contains 'Study Detail' and 'MY STUDIES PAGE 2'. The main content area is titled 'Study Detail' and contains the following sections:

- Study / Coordinators Details:** Includes input fields for 'Study' (2010 / 287), 'Co-ordinator Code' (0), and 'Co-ordinator Name' (B MILNE). It also has 'Next >' and 'Save As Draft' buttons.
- Agreement:** A question 'Do you agree with the information provided by the assessor?' with radio buttons for 'Yes' and 'No' (selected).
- Section 1: Description of change made to assessor's form:** Contains four checkboxes:
 - Case note review changed to area of concern for consideration Yes
 - Case note review changed to no areas of concern or consideration Yes
 - Area of concern or for consideration changed to case note review Yes
 - Area of concern or for consideration changed to no comments Yes
- Section 2: Reason for modifying the first line assessor's comments:** A text area with a character count '0 of 4000'.
- Section 3: Which statement best describes the management of this case?** Includes explanatory text and five radio button options:
 - There were no areas of concern or for consideration in the management of this patient
 - There were areas for consideration but they made no difference to the eventual outcome
 - There were areas of concern but they made no difference to the eventual outcome
 - There were areas of concern which may have contributed to this patients death
 - There were areas of concern which CAUSED the death of this patient who would have been expected to survive
- Section 4: Clinical Events:** A section for entering clinical events.

A note at the bottom of section 3 states: '* Please specify ACONs on page 2 (code and text) in sections 5 and 6. If Clinical Event only, complete section 4 below.'

9. Co-ordinators now have to explain why they are changing the original assessment and what they are changing it to.



The screenshot shows a web application interface for 'Study Detail'. The top navigation bar includes 'Users: TESTEAS3', 'Version: 2.0', 'LDAP: eastoid-amhanss.net', 'Database: Apent', and 'Mode: Update'. The main content area is titled 'Study Detail' and contains a 'Study / Coordinators Details' section. This section includes input fields for 'Study' (2010 / 287), 'Co-ordinator Code' (0), and 'Co-ordinator Name' (B MILNE). Below these fields is a question: 'Do you agree with the information provided by the assessor?' with radio buttons for 'Yes' and 'No'. A red circle highlights a section titled 'Description of change made to assessor's form', which contains four checkboxes: 'Case note review changed to area of concern for consideration', 'Case note review changed to no areas of concern or consideration', 'Area of concern or for consideration changed to case note review', and 'Area of concern or for consideration changed to no comments'. Below this is a text area for 'Reason for modifying the first line assessor's comments:' with a character count of '0 of 4000'. The form also includes a section for 'Which statement best describes the management of this case?' with five radio button options. The bottom of the form has a section for 'Clinical Events'.

Surgical Co-ordinator's Form - 2010

NHS
National Services Scotland

Users: TESTEASMS3 Versions: 2.0 LDAP: oastoid-a.nhss.net Databases: Apext Mode: Update

Page 2

5

First area of concern or for consideration.

Code: _____

Description of code (from book, as a backup)

0 of 4000

| Presentation | | Peri-Op | | Ward Care | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Audited Team | Other Team | Audited Team | Other Team | Audited Team | Other Team |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

You may also add free text if you wish to give more detail:

0 of 4000

Microsoft Internet Explorer

?

You are about to commit the changes to the form, after which you will be unable to make further changes.

Please ensure that you have completed all relevant sections before continuing.

PLEASE REMINDER TO FORWARD ALL PATIENT NOTES TO SASM

Thank you for your time

OK Cancel

< Previous Study Detail Commit Save as Draft

6

Second area of concern or for consideration.

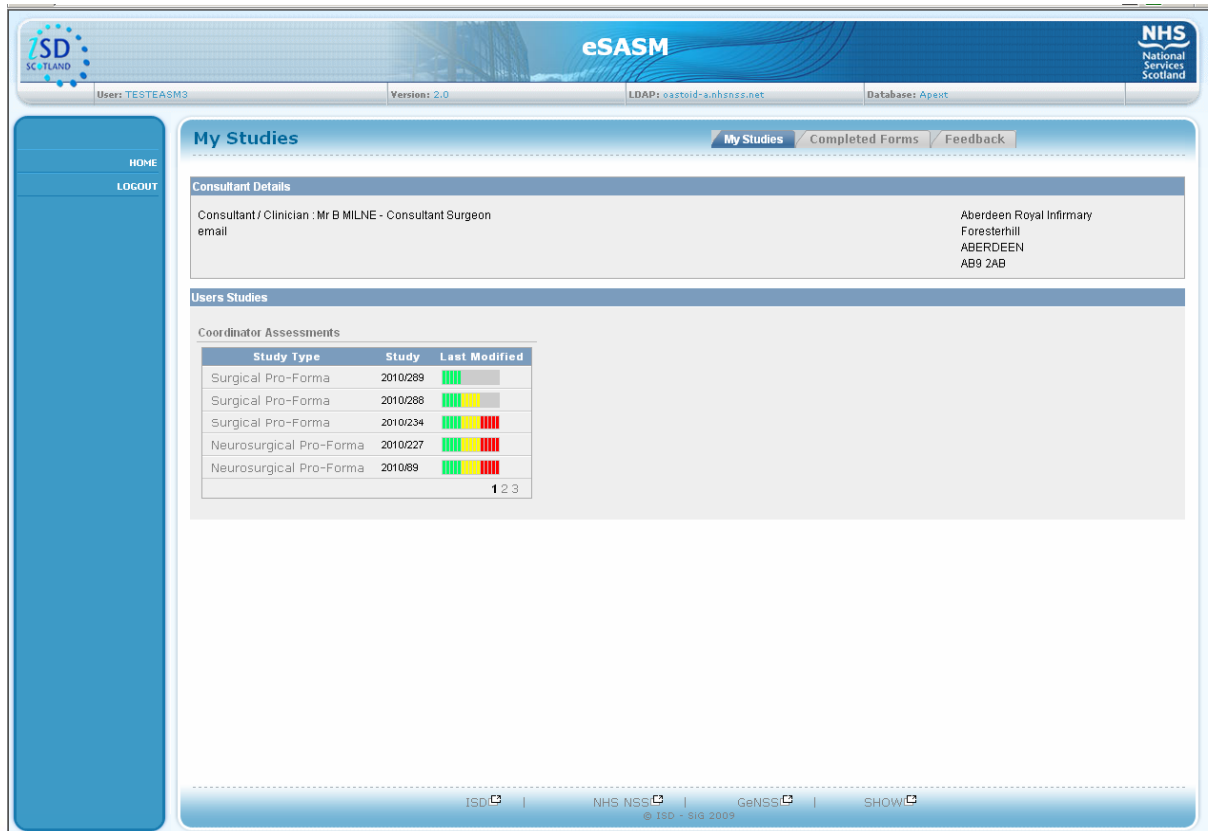
Code: _____

Description of code (from book, as a backup)

0 of 4000

10. Once you have completed the assessment form then click “commit”.

11. A warning box will appear to ensure this is what you want to do. If you want to submit the form to SASM click “OK” and that will be the assessment completed.



The screenshot shows 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, there is a navigation bar with 'My Studies', 'Completed Forms', and 'Feedback' tabs. The main content area is divided into two sections: 'Consultant Details' and 'Users Studies'. The 'Consultant Details' section shows information for Mr B MILNE, Consultant Surgeon, at Aberdeen Royal Infirmary. The 'Users Studies' section contains a table of Coordinator Assessments.

| Study Type | Study | Last Modified |
|-------------------------|---------|---------------|
| Surgical Pro-Forma | 2010289 | |
| Surgical Pro-Forma | 2010288 | |
| Surgical Pro-Forma | 2010234 | |
| Neurosurgical Pro-Forma | 2010227 | |
| Neurosurgical Pro-Forma | 201089 | |

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'.

12. As the assessment is now complete, it will have been removed from your my studies page.