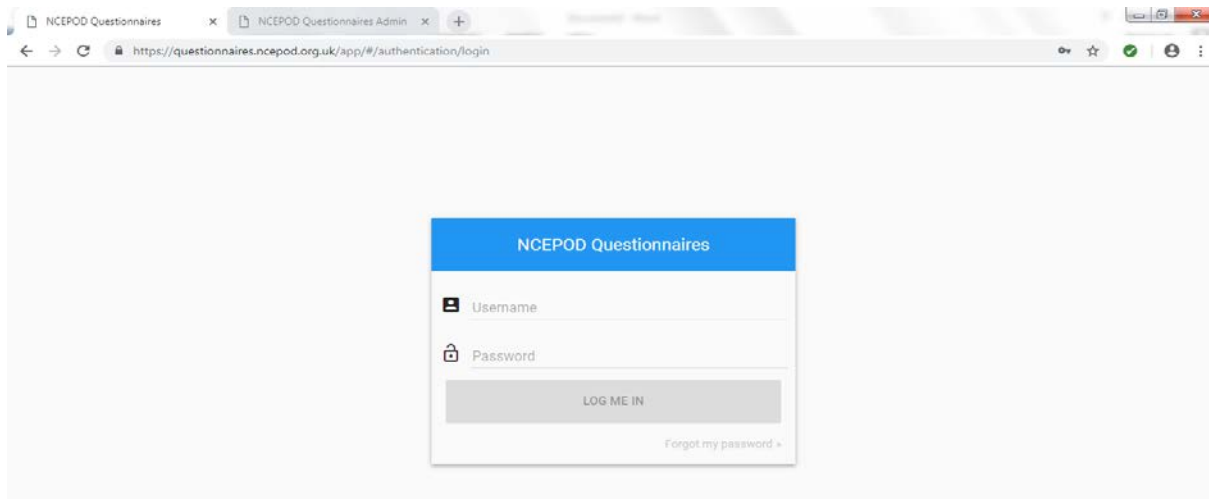


## NCEPOD Online clinical questionnaire – Instructions for Local Reporter.

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

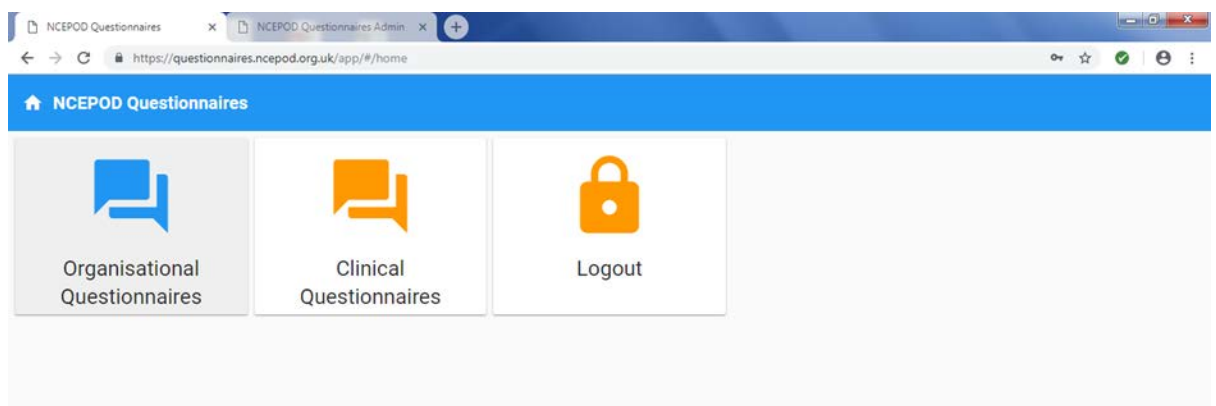
### Logging on

- 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, and the number of incomplete and submitted questionnaires.

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	Unassigned	Incomplete	Submitted	Total	
Acute Bowel Obstruction Case Reviewer Assessment Form	7	10	283	293	→
Acute Bowel Obstruction Clinician Questionnaire	0	2	0	2	→
Dysphagia in people with Parkinson's Disease: Clinical questionnaire	0	3	0	3	→

- 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.

References	Case Dates	Questionnaire	Status	Due By	Assigned To	Invitation
NCEPOD: 1204154 Case: 655	Admitted: 03-03-18 Discharged: 04-03-18	Acute Bowel for NCEPOD		2018	Dr Reviewer1 Reviewer1	REVOKE
NCEPOD: 213215 Case: 1215	Admitted: 03-03-18 Discharged: 04-03-18	Acute Bowel for NCEPOD		2018	Dr Reviewer1 Reviewer1	REVOKE
NCEPOD: 123456 Case: 6123	Admitted: 03-03-18 Discharged: 04-03-18	Acute Bowel for NCEPOD		2018	None Invited	INVITE
NCEPOD: 456132 Case: 584515	Admitted: 03-03-18 Discharged: 04-03-18	Acute Bowel for NCEPOD		2018	None Invited	INVITE
NCEPOD: 21231651 Case: 515185	Admitted: 03-03-18 Discharged: 04-03-18	Acute Bowel for NCEPOD		2018	None Invited	INVITE

**Invite Clinician** [X]

Title \*

First Name \*

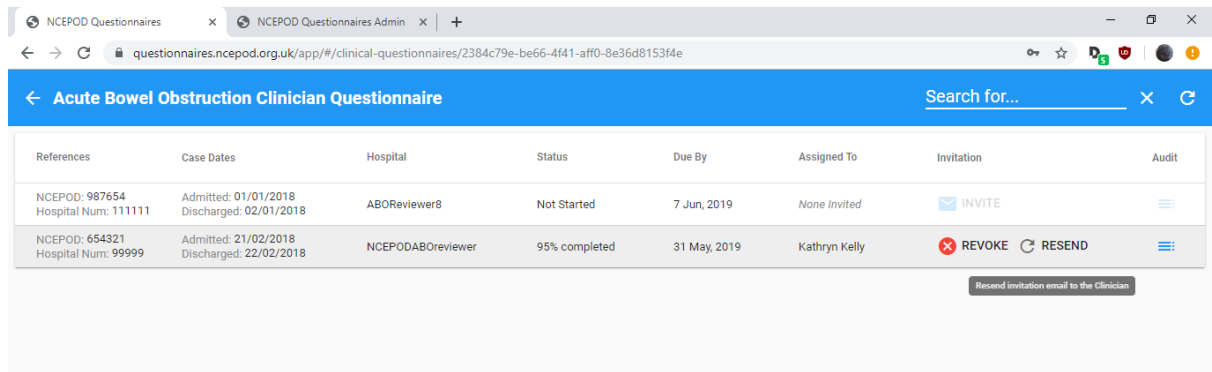
Last Name \*

Email Address \*

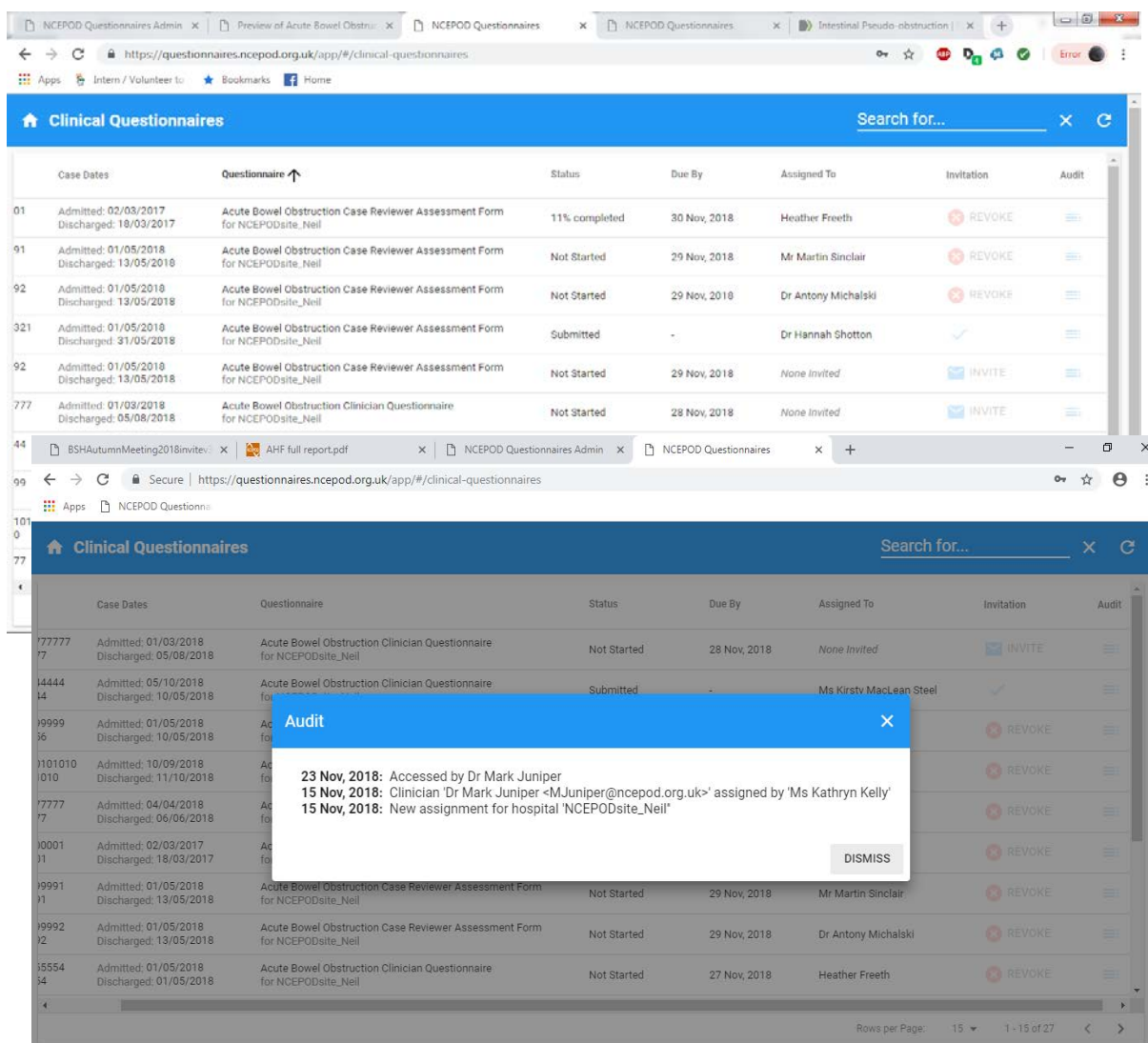
Optional Message (maximum 500 characters)

SUBMIT

- 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.



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



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.