

NOMAD Setup Guide

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NOMAD is the National Otorhinolaryngology Morbidity Audit Database.

This guide is intended for those utilising NOMAD for morbidity and mortality meetings.

Case Submission

To submit a case for discussion at your next M&M meeting using NOMAD, go to <https://entscotland.org/nomad> and fill in the form. A link to this will also be made available on the ENT Scotland website for easy access.

Anybody can submit a case for discussion. The only requirement is that you need to be connected to an NHS-network connected device (usually under username and password protection). Eduroam / 3G / 4G etc. will not allow you access to the website, even if you are located on an NHS site.

When submitting cases, **ensure you select the correct regional health board**. If you select the wrong health board, it will **not** appear at your local M&M meeting. It will instead appear in another health board M&M meeting instead and will result in inappropriate data sharing!

Once submitted, your case will be saved to the REDCAP database. If there is already a case on the database with the same information for all mandatory fields, then a “Duplicate Alert” will appear on screen. You therefore do not need to submit the case, as it is already on the database.

Data retention for 10 years has been approved in all regions so far. The REDCAP co-ordinator for SERN will be in charge of deleting data after expiry.

During case submission, there is the ability to save the form for later editing if the person submitting is only able to partly complete the form. If this is selected, the user can input an email address which will then send an email link so they can complete the survey at a later date. **Please only use your nhs email address for this function** for data security reasons. If this was not done by the user, but they want to edit the details of the case, they should let the regional M&M co-ordinator know.

The M&M co-ordinator can give access to individual cases by identifying the case in question, clicking the data collection form (first column on the M&M meeting display), click survey options, then survey access code – there is then a web link and access code that can be sent to allow the user to access the individual case and amend details as required.

M&M Co-ordinator Pre-meeting Setup

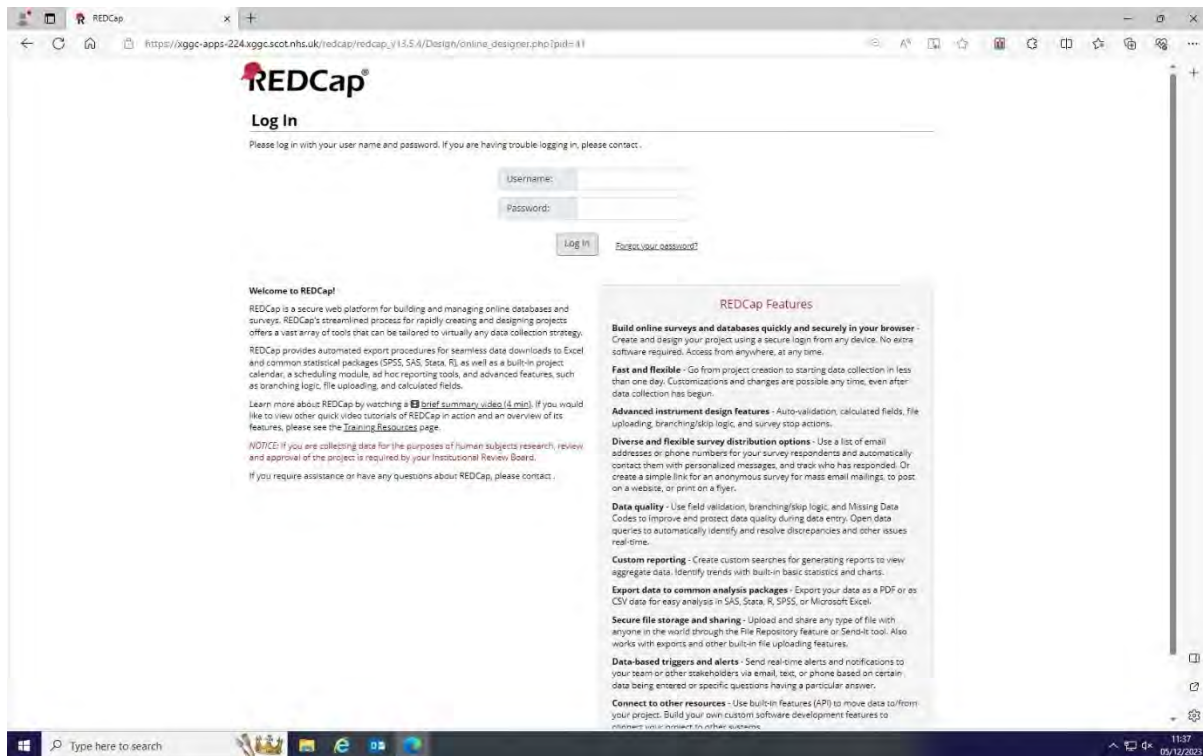
Prior to the first M&M meeting, there is some setup required on REDCAP that will help to make the meeting run more smoothly. At the end of this document, we provide a pre-meeting checklist for ease of reference. However, for your first M&M meeting with NOMAD we advise reading this document in full.

Firstly, we recommend ensuring that your local IT department have the following websites “Green-listed”:

<https://entscotland.org/nomad>

<https://entscotland.org/redcap>

If either of these websites are blocked, you won't be able to submit cases, or complete the M&M meeting using NOMAD.

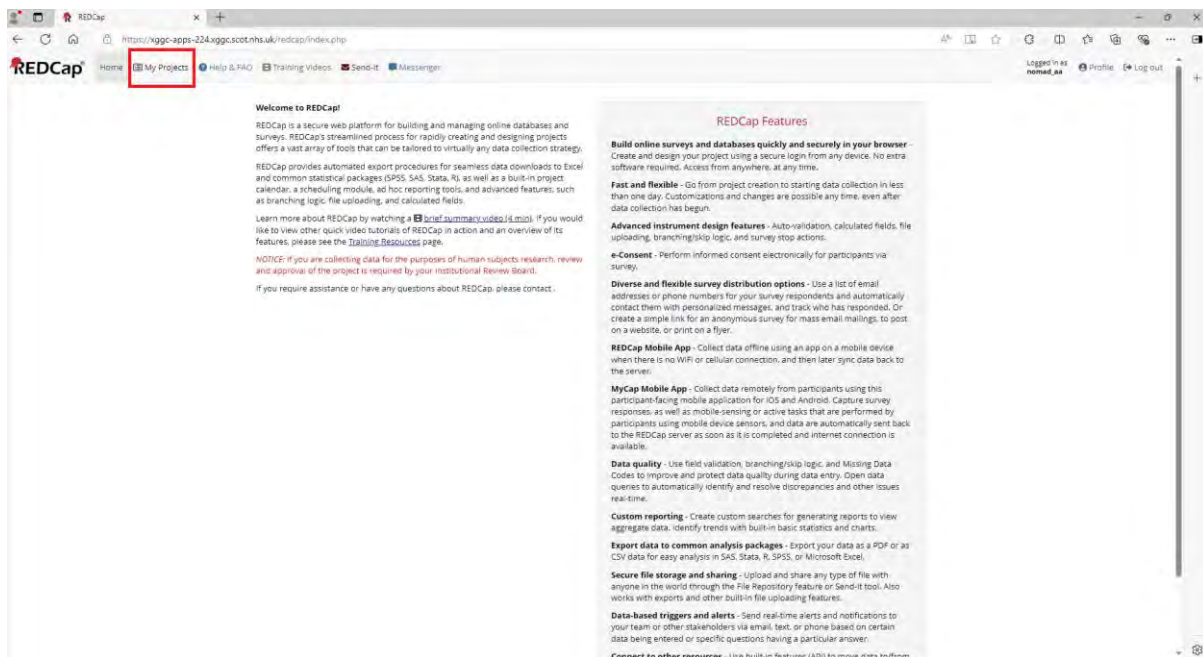


To start the setup, go to <https://entscotland.org/redcap> and login using your allocated username and password.

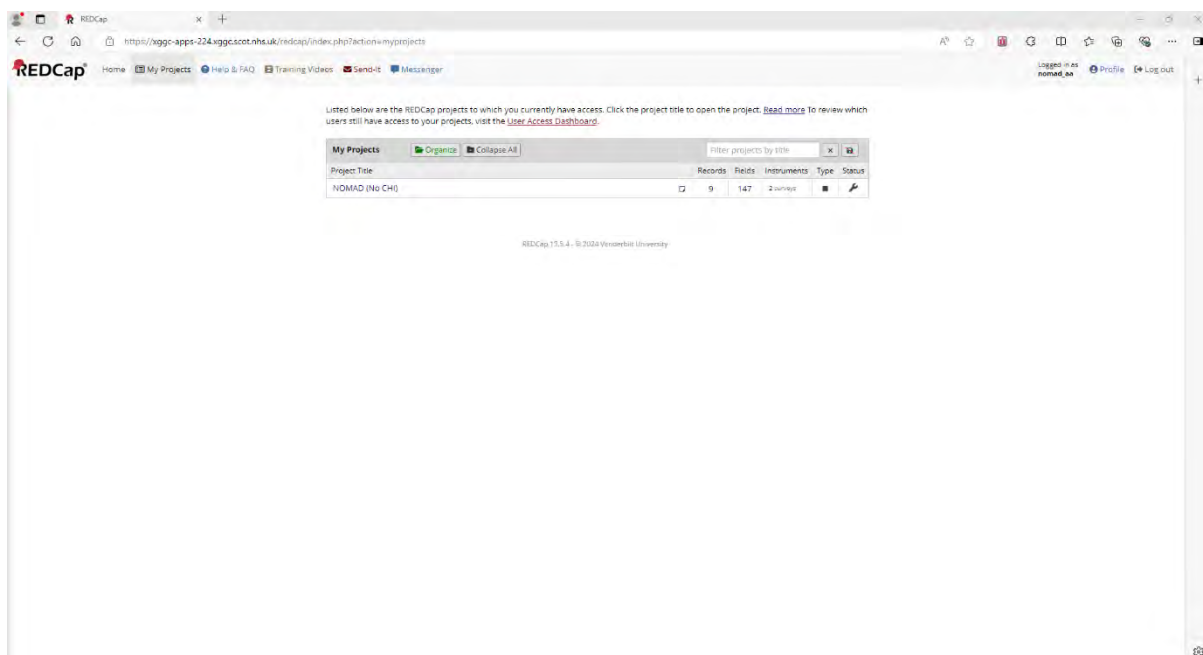
All regions will be allocated a generic login.

If you have difficulty accessing an account, please contact Hitesh Tailor (REDCap Lead for NHS Scotland) who will be able to assist.

You will be automatically allocated to a specific “Domain Access Group” or “DAG”. This means you can only see the cases submitted in your own health board. However, we can also give access to specific national statistics that may be of interest.



Your homepage will look similar to this. Click on "My projects" (red box)



Click on "NOMAD (No CHI)"

The screenshot displays the REDCap interface for the NOMAD (No CHI) project. The left-hand menu includes a 'Project Bookmarks' section, which is highlighted with a red box and contains two links: 'M&M Meeting' and 'National Data'. The main content area, titled 'Project Home', provides an overview of the project, including a list of current users, project statistics, and upcoming calendar events.

Current Users

User	Expires
hiteashrator	never
hiteashrator (Hiteashrator)	never
malikwoodley	never
malikwoodley (Malik Woodley)	never
nomad_aa	never
nomad_aa (AA Coordinator)	never
rhonahurley	never
rhonahurley (Rhona Hurley)	never
zern_hiteash	never
zern_hiteash (Hiteashrator)	never
crisshenton	never
crisshenton (Carolina Shenton)	never

Project Statistics

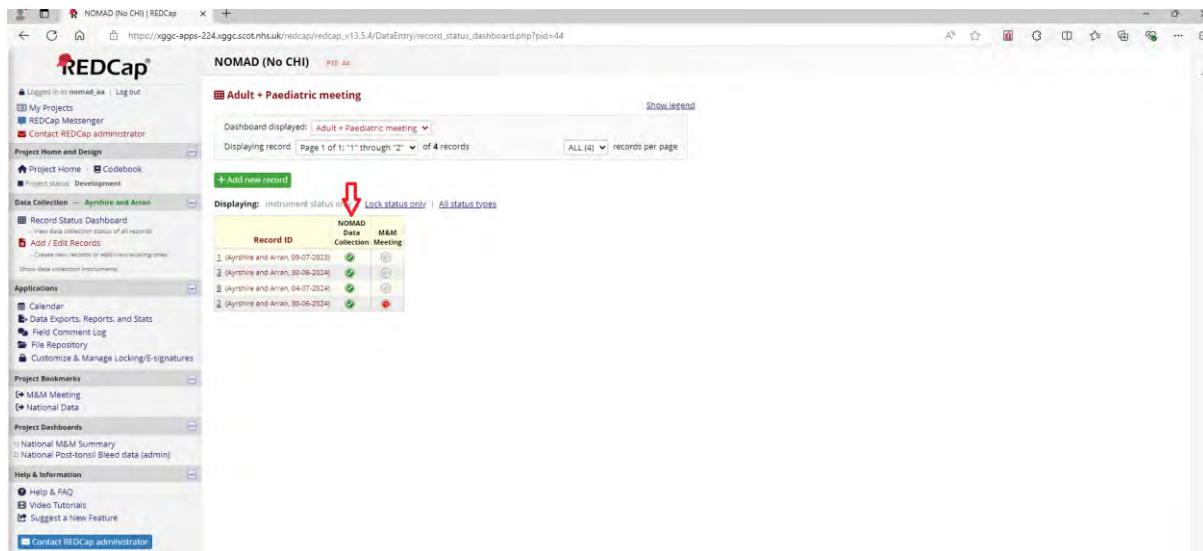
Records in project	Total: 9 / in group: 4
Most recent activity	08/07/2024 1:35pm
Space usage for docs	0.00 MB

Upcoming Calendar Events (next 7 days)

Time	Date	Description
No upcoming events		

This is the NOMAD home page. For the purposes of M&M meetings, we have created some “Project Bookmarks” on the left hand menu (red box) to help with ease of navigation. These bookmarks are available to you on all pages within NOMAD so if you get lost, you can use these to return to familiar ground.

Click the “M&M meeting” bookmark to see all the records submitted in your region for M&M meeting discussion.

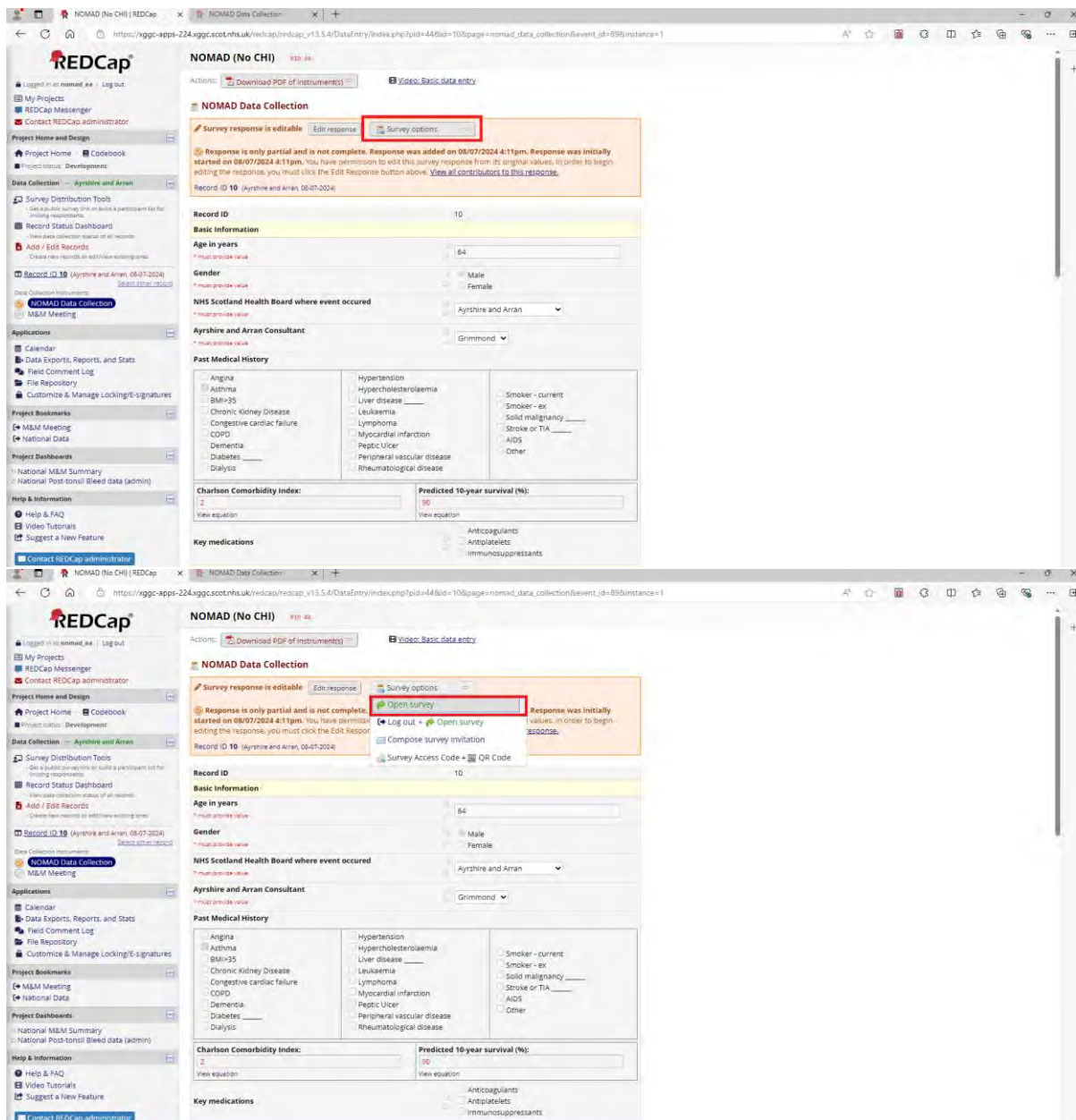


This is the M&M meeting bookmark. It contains all the cases submitted for discussion for M&M meetings in your region.

The column on the left (red arrow) indicates the completeness of information given during case submission. Occasionally this may not have been completed fully as some information may not have been available at the time of submission.

We suggest the M&M co-ordinator screens this column prior to the M&M meeting to ensure all the necessary information present prior to the meeting itself.

- A green box with a tick suggests all information has been included during case submission.
- A green box without a tick suggests all mandatory fields are completed but some non-mandatory fields may have been left blank. This may be entirely appropriate, but we suggest this is checked prior to the meeting
- Any with orange or red boxes in this column suggests incomplete information in the mandatory fields which should be completed prior to the M&M meeting



This will bring up a new page with the response submitted, as it stands. Click “Survey options” then “Open survey”

If you do not open the survey in this manner, and simply update the information on the current webpage, the box will still remain orange, adding to confusion during the M&M meeting.

SERN
SCOTTISH ENT TRAINEES RESEARCH NETWORK

NOMAD Data Collection

Basic Information

Age in years: 64

Gender: ☒ Male ☐ Female

NHS Scotland Health Board where event occurred: Ayrshire and Arran

Ayrshire and Arran Consultant: Grimmond

Past Medical History

☐ Angina ☐ Hypertension ☐ Smoker - current

☒ Asthma ☐ Hypercholesterolaemia ☐ Smoker - ex

☐ BMI > 35 ☐ Liver disease ☐ Solid malignancy

☐ Chronic Kidney Disease ☐ Leukaemia

☐ Transcatheter Aortic Valve

Opening the survey will bring up a new page. You are now editing the survey.

Complete the required outstanding information, then click “Save and Exit Form” at the bottom of the page.

Then click “Leave page”. This will bring up another page indicating the “NOMAD Data Collection” form has now changed from an orange box to a green box with a tick, as below

REDCap

Logged in as [nomad_admin](#) / Log out

My Projects: [REDCap Messenger](#) [Contact REDCap administrator](#)

Project Home and Design

Project Home: [Codebook](#)

Project status: Development

Data Collection: Ayrshire and Arran

Survey Distribution Tools: [Get a link to survey tool for field participants for for existing respondents](#)

Record Status Dashboard: [View data collection progress of all records](#)

Add / Edit Records: [Create new records or edit/keep existing ones](#)

Record ID 10 (Ayrshire and Arran, 08-07-2024)

[Details of this record](#)

Applications

Calendar

Data Exports, Reports, and Stats

Field Comment Log

File Repository

Customize & Manage Locking/Signatures

Project Bookmarks

M&M Meeting

National Data

Project Dashboards

National M&M Summary

National Post-tonsil Bleed data (admin)

Help & Information

Help & FAQ

Video Tutorials

Suggest a new Feature

[Contact REDCap administrator](#)

NOMAD (No CHI)

[Record Home Page](#)

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Legend for status icons:

- Incomplete (no data saved)
- Unverified
- Complete
- Partial Survey Response
- Completed Survey Response

Record ID 10 (Ayrshire and Arran, 08-07-2024)

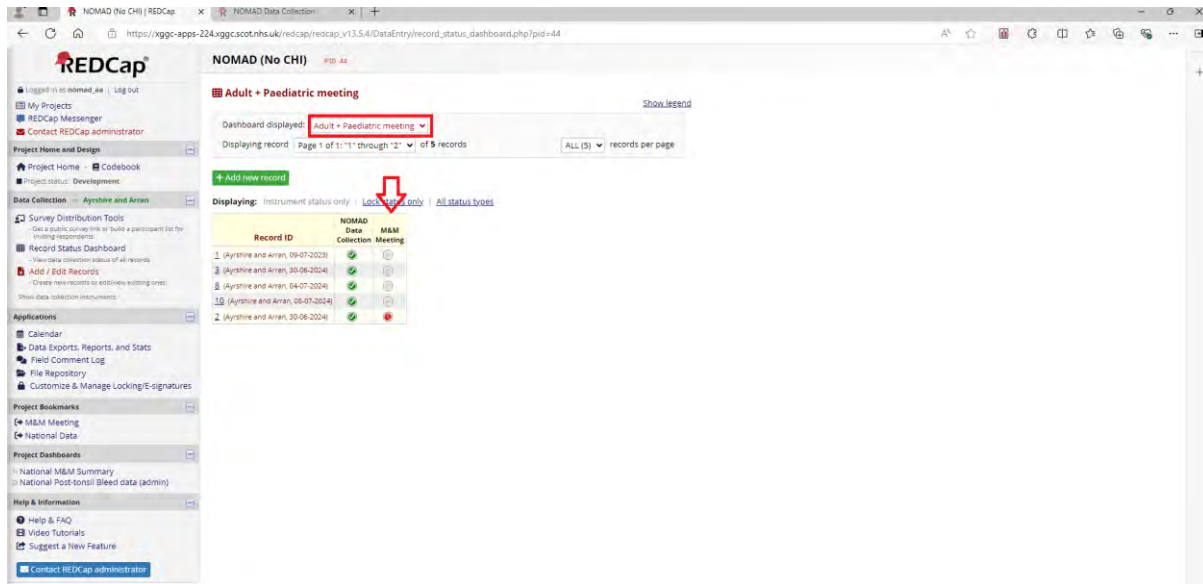
Data Collection Instrument	Status
NOMAD Data Collection (Survey)	Complete
M&M Meeting (Survey)	Completed Survey Response

The screenshot shows the REDCap interface for the 'NOMAD (No CHI)' project. The dashboard is titled 'Adult + Paediatric meeting'. It displays a table of records with the following columns: Record ID, NOMAD Data Collection, and M&M Meeting. The table shows 5 records, with Record 10 highlighted by a red box and a green tick in the M&M Meeting column.

Record ID	NOMAD Data Collection	M&M Meeting
1 (Ayrshire and Arran, 09-07-2020)	✓	✓
2 (Ayrshire and Arran, 30-06-2024)	✓	✓
3 (Ayrshire and Arran, 04-07-2024)	✓	✓
10 (Ayrshire and Arran, 09-07-2024)	✓	✓
2 (Ayrshire and Arran, 30-06-2024)	✓	✓

Now click to return to the M&M Meeting bookmark via the left hand menu. You will notice that the box that was previously orange should now be green with a tick.

We strongly suggest you repeat this for all records without a green tick. This will help you better organise the cases ahead of discussion at the M&M meeting itself.



Once the entire left hand column is green with ticks, you are ready to re-order the cases for easier processing at the M&M meeting itself.

Turn your attention to the right hand column (red arrow). This indicates the outcome of the M&M meeting discussion.

- Blank indicates no M&M meeting discussion has occurred yet
- Green with a tick suggests the case has been discussed at the M&M already and all information is submitted
- All other colours suggest that M&M discussion is yet to take place or was not fully completed.

By default, the records are shown in a haphazard order, which would increase the risk of accidentally missing cases that still require discussion. This is particularly problematic as more cases get added to the NOMAD database over time.

To improve this, you can re-order the cases by clicking the “Dashboard displayed” dropdown menu (red box). Here, there are several options to choose from:

- **“Duplicate check”** – this reorders cases based on date of complication. This makes it easier to identify potential duplicate records. NOMAD will allow multiple different users to submit exactly the same information, so duplicates may easily occur. You can delete a duplicate by clicking on the Record ID number (blue underlined) -> choose action for record -> delete record.
- **“Adult + Paediatric meeting”** – should be the default for most health boards, where both paediatric and adult patients and managed by the same clinical team
- **“Adult meeting” or “Paediatric meeting”** – should be used in health boards where the adult and paediatric ENT departments are separate i.e. NHS GG&C or NHS Lothian. If you select “Paediatric meeting” then any adult cases in that health board will be excluded from the list.

Re-ordering the meeting list ensures that all those requiring M&M meeting discussion will be at the top of the list. This allows easy navigation during the M&M meeting itself.

NOMAD (No CHI) | REDCap

Dashboard displayed: **Adult + Paediatric meeting** [Show legend](#) [Create custom dashboard](#)

Displaying Data Access Group: **ALL**

Displaying record: **Page 1 of 1: "1" through "5"** of **9** records **ALL (9)** records per page

[+ Add new record](#)

Displaying: **Instrument status only** | [Lock status only](#) | [All status types](#)

Record ID	NOMAD Data Collection	M&M Meeting
1 (Ayrshire and Arran, 09-07-2023)	✓	⊕
2 (Ayrshire and Arran, 30-06-2024)	✓	⊕
4 (Borsten, 01-07-2024)	✓	⊕
5 (Greener Glasgow and Clyde, 28-06-2024)	✓	⊕
2 (Orkney, 01-07-2024)	✓	⊕
10 (Ayrshire and Arran, 08-07-2024)	✓	⊕
2 (Ayrshire and Arran, 30-06-2024)	✓	⊕
8 (Ayrshire and Arran, 04-07-2024)	✓	⊕
5 (Greener Glasgow and Clyde, 28-06-2024)	✓	✓

Here is another users M&M meeting page. You can see that they have changed the “Dashboard Displayed” to be “Adult and Paediatric meeting” and this has re-ordered the page as desired.

Note - Some cases e.g. secondary post tonsillectomy bleed may not merit full M&M meeting discussion. You can therefore complete their M&M meeting box before the meeting takes place. This will change their M&M meeting box to a green tick and move them to the bottom of the list, therefore saving time during the M&M meeting. Please see instructions below (During the M&M meeting) for how to do this.

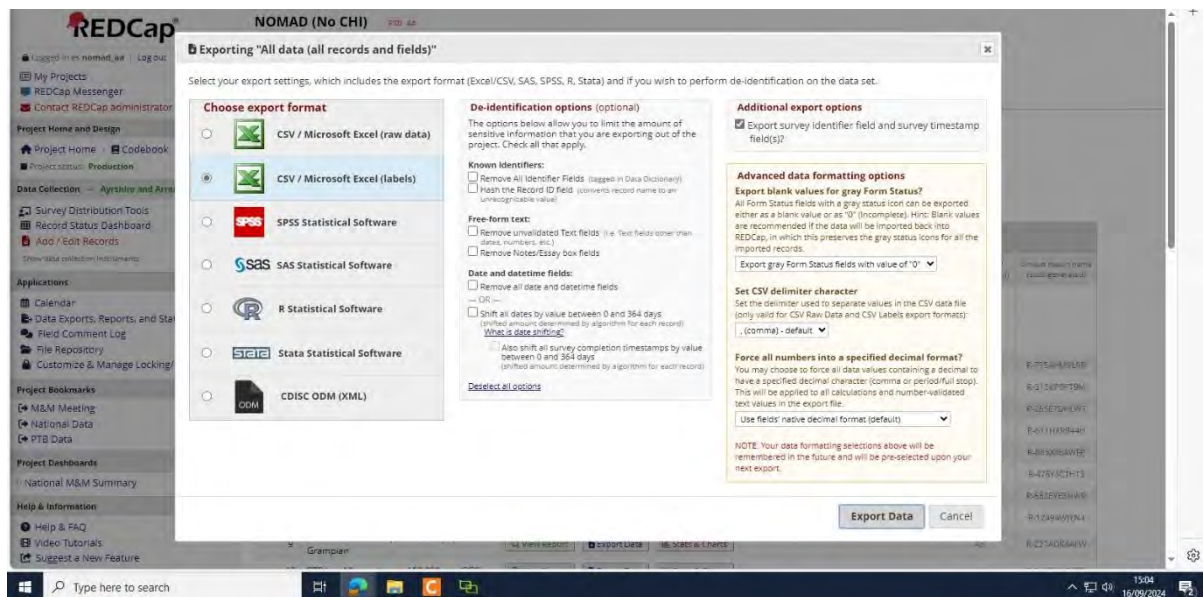
Create a meeting list

The screenshot shows the REDCap interface for a project named 'NOMAD (No CHI)'. The left sidebar contains a menu with 'Data Exports, Reports, and Stats' highlighted by a red box. The main content area is titled 'Data Exports, Reports, and Stats' and includes a section for 'My Reports & Exports'. This section contains a table with columns for 'Report name', 'View/Export Options', 'Management Options', 'Report ID', and 'Unpublished report name'. The table lists several reports, including 'All data (all records and fields)', 'Selected instruments (all records)', and various PTB reports. The 'Export Data' button for the 'All data' report is highlighted by a black box.

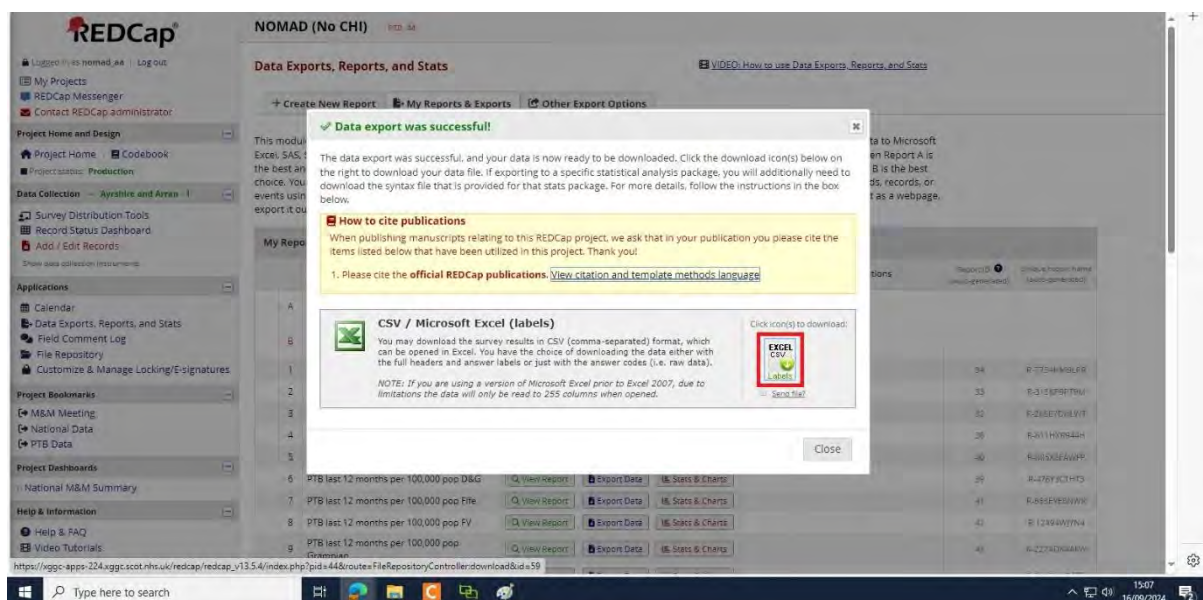
Report name	View/Export Options	Management Options	Report ID	Unpublished report name
A All data (all records and fields)	View Report, Export Data, Stats & Charts			
B Selected instruments (all records)	Make custom selections			
1 PTB last month	View Report, Export Data, Stats & Charts		34	R-7754HM9LBR
2 PTB Last 12 months	View Report, Export Data, Stats & Charts		33	R-315K9P9T9M
3 PTB (all time)	View Report, Export Data, Stats & Charts		32	R-265E7DHLVYT
4 PTB last 12 months per 100,000 pop A&A	View Report, Export Data, Stats & Charts		38	R-811HX934H
5 PTB last 12 months per 100,000 pop Borders	View Report, Export Data, Stats & Charts		40	R-885X8EAWF8
6 PTB last 12 months per 100,000 pop D&G	View Report, Export Data, Stats & Charts		39	R-47619CTHT3
7 PTB last 12 months per 100,000 pop Pife	View Report, Export Data, Stats & Charts		41	R-633EYEDHWR
8 PTB last 12 months per 100,000 pop PV	View Report, Export Data, Stats & Charts		42	R-12494WYTH4
9 PTB last 12 months per 100,000 pop Grampian	View Report, Export Data, Stats & Charts		43	R-227ADN4AFW

Given that anyone can submit a case for discussion at the M&M meeting, it is possible that consultants may be unaware of the cases submitted for discussion at the next M&M meeting. Therefore, we recommend sending a list of patients due for discussion, ahead of the M&M meeting itself.

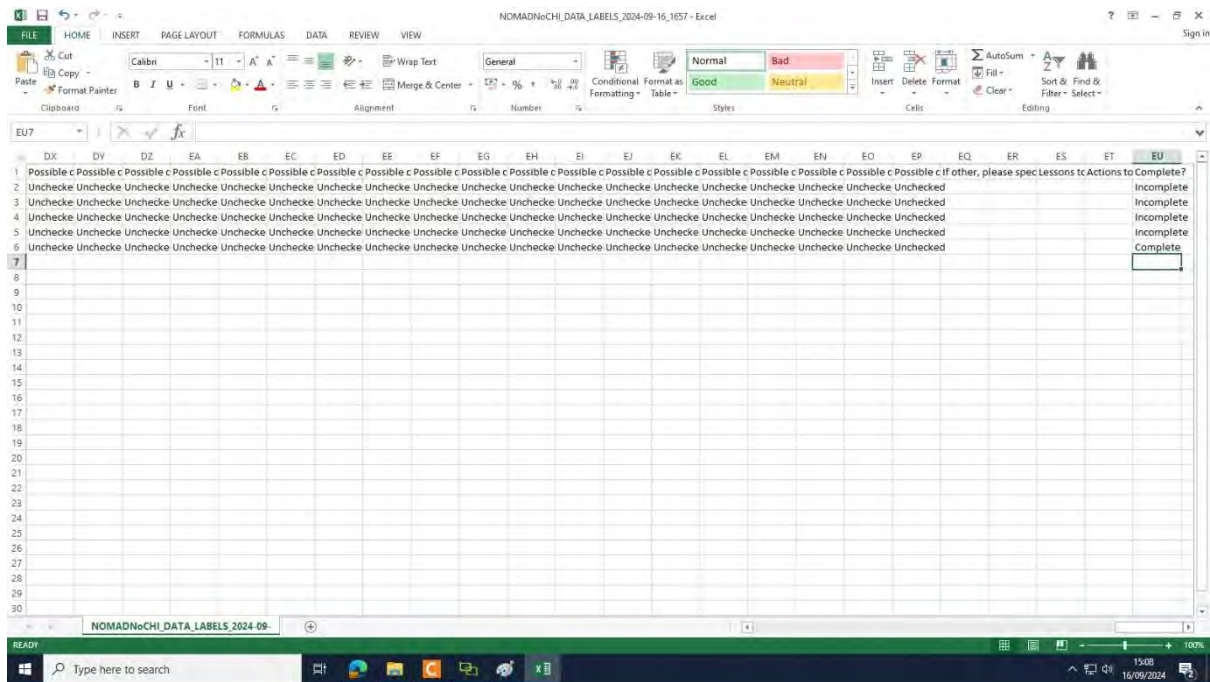
To do this, click “Data exports, reports and stats” on the left hand menu (red box). Then for “All data” click “Export Data” (black box)



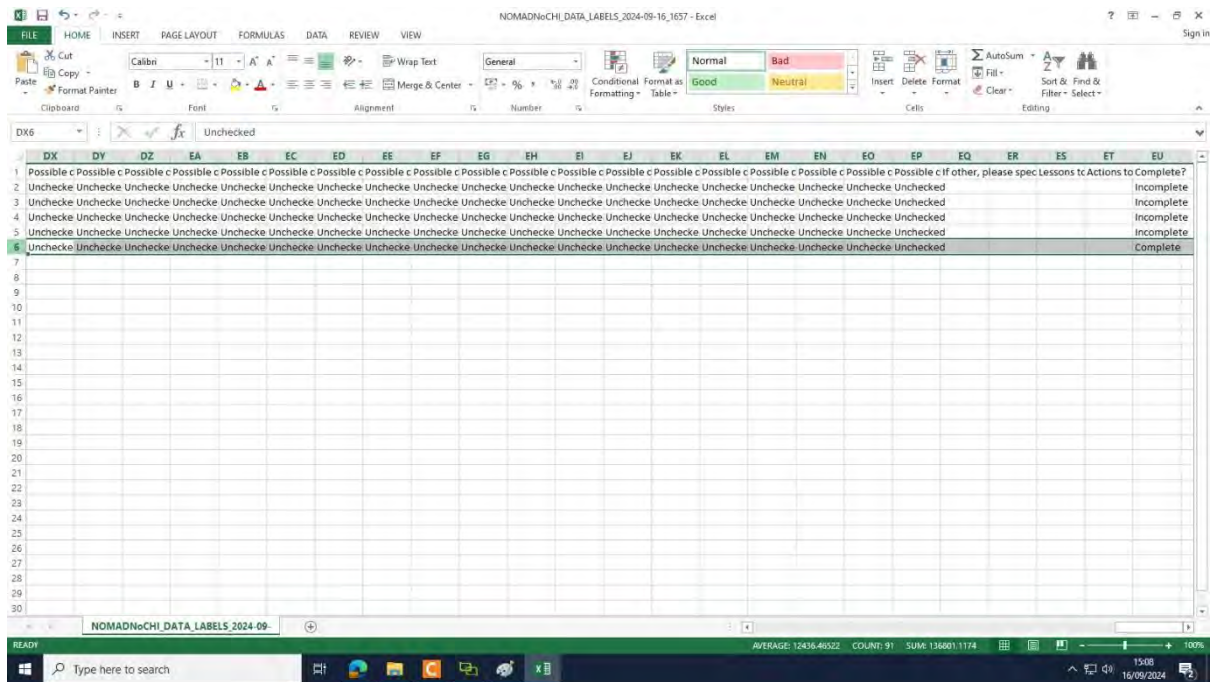
Then click the option for CSV file (labels). This will download all the information submitted to NOMAD in a format that is easier to understand, at a glance. Click “Export Data”.



Then click the excel button (red box) - this will download the excel file.

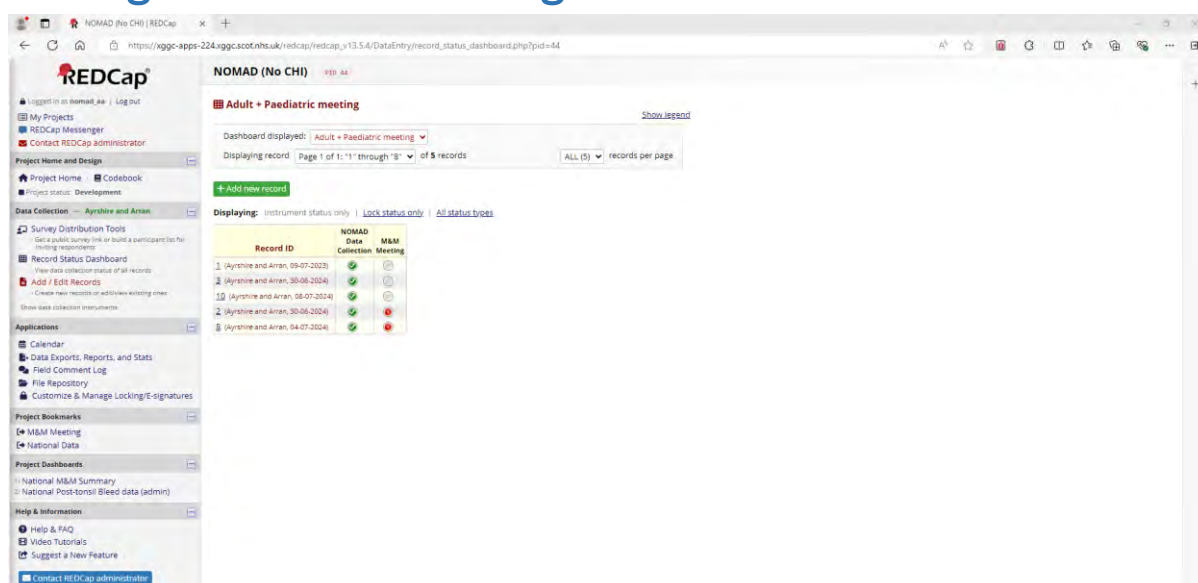


When you open the excel file, move the screen all the way to the right, until you see the final column which should have “Complete?” in the top row. In all other rows, it should say “Complete” or “Incomplete”. This box indicated whether the M&M meeting has been completed for that case, or not.



To create a list of patients still due for discussion, simply select all rows which have “Complete” in them. You can do this by clicking the row number on the far left (green highlight). Then right click and then select, “Delete”. You can select multiple rows at a time by clicking and dragging from the row number to speed up the process. This will leave only the cases still pending discussion. You can perform further formatting to make this document tidier, if you so wish. You can then send this excel file to your department prior to the M&M meeting.

During the M&M Meeting



Having completed the preparatory steps above, you are ready for the M&M meeting itself. Login as normal and move to the M&M meeting bookmark using the left hand menu.

Remember to select the correct “Dashboard displayed” from the dropdown menu at the top of the page to ensure the cases are ordered in a useful format.

Given you have completed the previous setup steps, you now only have to focus on the column on the right hand side, “M&M meeting” during the meeting, which will update automatically as you progress.

The right hand column will usually have a blank box for any new patients requiring discussion.

The main exception to this would be a case that was partially discussed at a previous M&M meeting, but then deferred to a future meeting in which case the box may be red, amber or green without a tick.

If you follow the steps in this guide, cases that have been discussed will change from a blank box to a green box with a tick.

To bring up a case for discussion, click the blank M&M meeting box for the patient at the top of the list

The screenshot shows the REDCap interface for the 'NOMAD (No CHI)' project. The left sidebar contains navigation links for Project Home and Design, Data Collection, Survey Distribution Tools, Record Status Dashboard, Add / Edit Records, Data Collection Instruments, Applications, Project Bookmarks, Project Dashboards, and Help & Information. The main content area displays the 'M&M Meeting' dashboard for Record ID 1. A red box highlights the 'Survey options' dropdown menu, which includes 'Open survey', 'Log out + Open survey', 'Compose survey invitation', and 'Survey Access Code + QR Code'. The dashboard displays patient demographics (Langstaff, 4 years, Male), PMH (Chronic Kidney Disease, Peptic Ulcer), Predicted 10-year survival (77%), Key medications (Clopidogrel), Operation (Tonsillectomy), Indication (Diagnostic), Urgency (Immediate - threat to life, limb or organ), Competency expected in (All ENT surgeons), Procedure difficulty (Normal difficulty), and Procedure details (No abs, No DVT prophylaxis, No nerve monitor, Cold steel, Min intraop bleeding, No intraop complications, Equipment working well, No sutures).

Then, open the survey. Click “Survey Options” on the top right. Then click “Open survey”.

Doing this will create a green tick once you submit and save the form. This will automatically move the patient to the bottom of the M&M meeting dashboard.

If you do not open the survey as shown here, the box will turn green but will not be ticked and so will not automatically go to the bottom of your M&M meeting dashboard, as desired, and may increase the risk of missing cases that require discussion.

M&M Meeting

Demographics

Consultant: _____

Age: 4 years _____ months Gender: Male

PMH: Chronic Kidney Disease
Peptic Ulcer

Predicted 10-year survival (%): 77 Key medications: Clopidogrel

Operation

Procedure: Tonsillectomy

Indication: Diagnostic Urgency: Immediate - threat to life, limb or organ

Competency expected in: All ENT surgeons Procedure difficulty: Normal difficulty

Procedure details:
No abs. No DVT prophylaxis. No nerve monitor. Cold steel. Min intraop bleeding. No intraop complications. Equipment working well. No sutures.

Complication

Complication: Bleeding Time to complication: 38 day(s)

Clavien-Dindo: 5 - Death of patient
Cause of death: _____

Complication duration: _____ Inpatient duration: 1 day(s)

Once on the survey, this will bring up a page with a summary of the case. All information in the image above is dummy data for demonstration purposes and not real patient information.

This information **cannot be edited from this page**. This is deliberate to minimise the risk of any loss of information from accidental clicks or button presses.

If you notice that information is incorrect or requires amendment, please see the troubleshooting section at the end of this document. We recommend minor amendments are noted by the M&M co-ordinator but are only made after the M&M meeting is complete in order to save time during the meeting. If a major amendment is needed this can be done during the meeting – please see the troubleshooting steps at the end of this document.

The case can be presented to the M&M meeting as normal.

https://xggc-apps-224.xggc.scot.nhs.uk/redcap/surveys/?s=ABeUnhukshTHq5c

Possible contributing factors:

☐ Communication - between staff and patient	☐ Lack of appropriate supervision
☐ Delay in diagnosis / treatment	☐ Lack of necessary equipment
☐ Delay in patient transfer (intra- or inter-hospital)	☐ Medical device failure
☐ Distraction	☐ Patient factors (e.g. comorbidities, medications)
☐ Drug prescription error	☐ Staff shortages
☐ Drug administration error	☐ Surgical technique
☐ Inadequate or absent guidelines / regulations	☐ Time pressure
	☐ Other

Contributing factor details:

73 words remaining

Expand

Lessons to be learned:

73 words remaining

Expand

Actions to be taken:

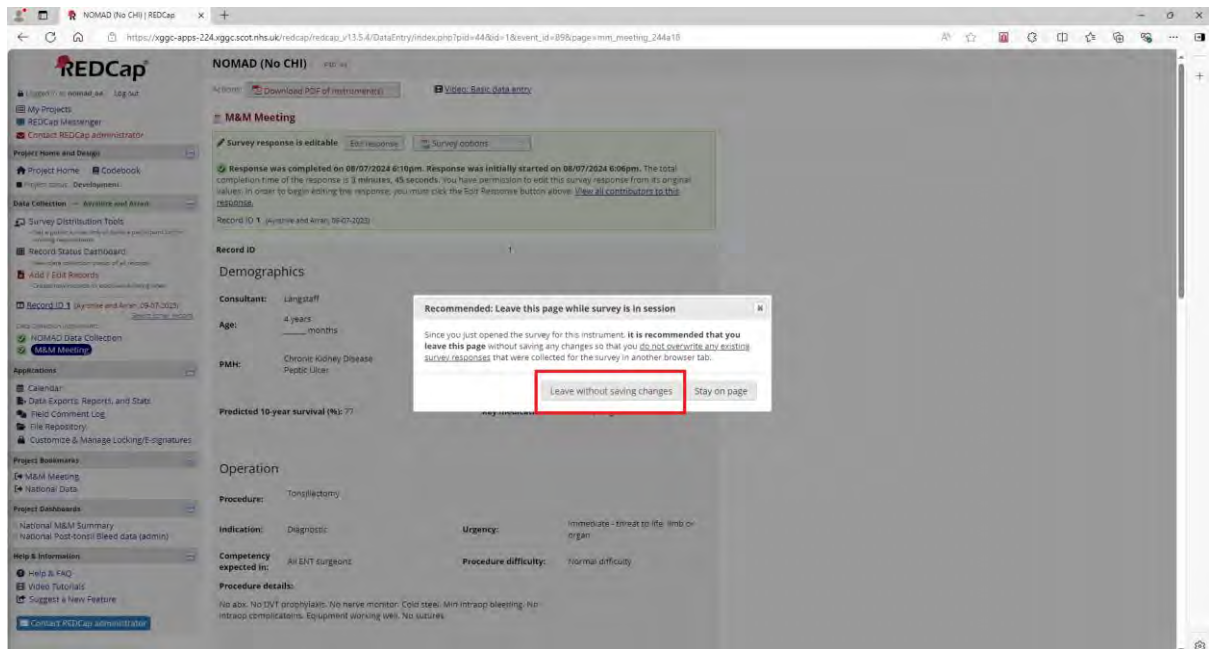
75 words remaining

Expand

Submit

Save & Return Later

As you scroll down, there will be prompts to record the outcome of the M&M discussion. These are not mandatory fields and so can be left blank if desired. Click “Submit” then on the next page, click “Close”.



Click “Leave without saving changes”.

The screenshot displays the REDCap Record Home Page for the project 'NOMAD (No CHI)'. The left sidebar contains navigation links for 'My Projects', 'Project Home and Design', 'Data Collection', 'Survey Distribution Tools', 'Record Status Dashboard', 'Add / Edit Records', 'Record ID 1', 'Applications', 'Project Bookmarks', 'Project Dashboards', and 'Help & Information'. The main content area shows the 'Record Home Page' for 'Record ID 1 (Ayrshire and Arran, 09-07-2023)'. A table lists data collection instruments with their status:

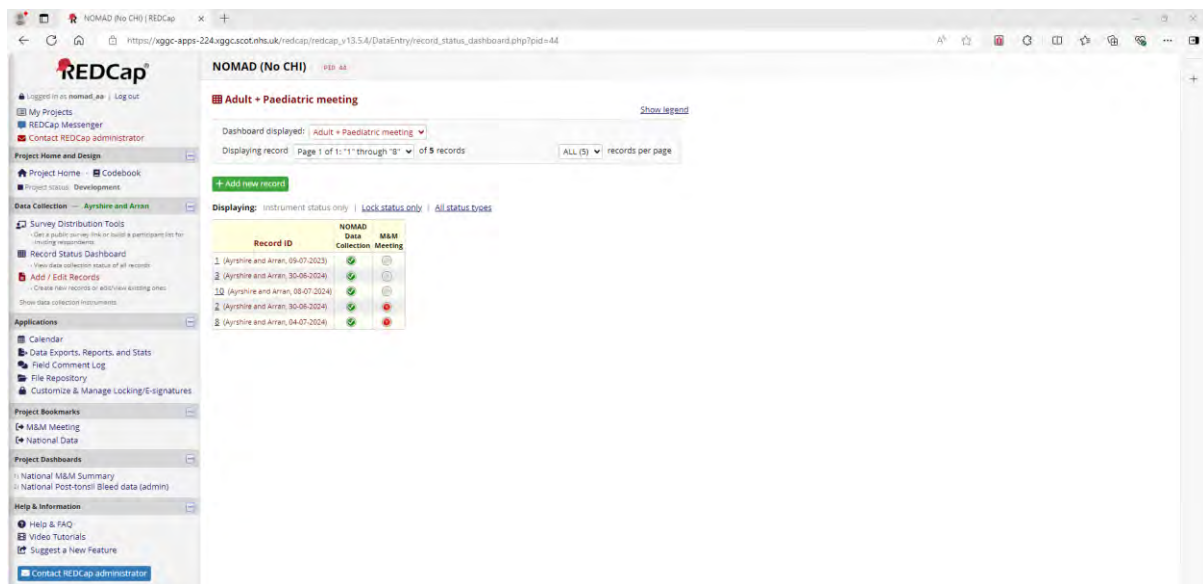
Data Collection Instrument	Status
NOMAD Data Collection (Survey)	Incomplete
M&M Meeting (Survey)	Completed Survey Response

The 'M&M Meeting (Survey)' row has a green tick icon in the status column, indicating a completed survey response.

This will confirm a green box with a tick for the M&M meeting section.

You can then move back to the M&M meeting bookmark by clicking the option on the left hand menu again.

Before:



NOMAD (No CHI) | v13.5.4 | DataEntry/record_status_dashboard.php?pid=44

Adult + Paediatric meeting [Show legend](#)

Dashboard displayed: **Adult + Paediatric meeting**

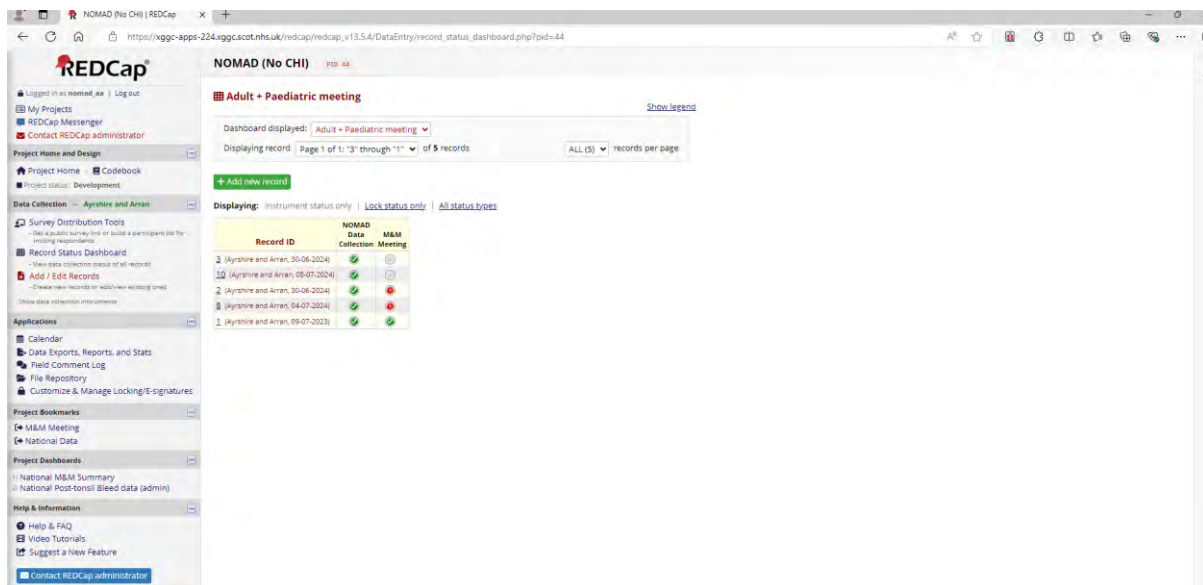
Displaying record: Page 1 of 1: "1" through "5" of 5 records ALL (5) records per page

[+ Add new record](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Record ID	NOMAD Data Collection	M&M Meeting
1 (Ayrshire and Arran, 09-07-2023)	✓	✓
2 (Ayrshire and Arran, 30-06-2024)	✓	✓
10 (Ayrshire and Arran, 08-07-2024)	✓	✓
2 (Ayrshire and Arran, 30-06-2024)	✓	✓
3 (Ayrshire and Arran, 04-07-2024)	✓	✓

After:



NOMAD (No CHI) | v13.5.4 | DataEntry/record_status_dashboard.php?pid=44

Adult + Paediatric meeting [Show legend](#)

Dashboard displayed: **Adult + Paediatric meeting**

Displaying record: Page 1 of 1: "1" through "1" of 1 records ALL (1) records per page

[+ Add new record](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Record ID	NOMAD Data Collection	M&M Meeting
1 (Ayrshire and Arran, 09-07-2023)	✓	✓
3 (Ayrshire and Arran, 04-07-2024)	✓	✓
2 (Ayrshire and Arran, 30-06-2024)	✓	✓
10 (Ayrshire and Arran, 08-07-2024)	✓	✓
2 (Ayrshire and Arran, 30-06-2024)	✓	✓

The case you have discussed will be moved to the bottom of the list automatically, because of your "Dashboard Displayed" option and a new case will be at the top of the list.

You can then click on the M&M meeting box for the next case to be discussed which will now be on the top row.

Continue this process until all cases have been discussed.

It may be that some cases do not warrant full M&M meeting discussion e.g. secondary post tonsillectomy bleeds. However, it remains important these cases are submitted on NOMAD for audit purposes.

We recommend screening for cases that do not warrant full M&M meeting discussion prior to the M&M meeting itself.

If you find a post-tonsillectomy bleed within your cases, you can complete the above steps using the “Open Survey” function, changing the M&M meeting box to green with a tick. This will move these cases to the bottom of the list, allowing optimal use of time during the M&M meeting whilst still allowing full data capture.

Departmental policies should be agreed on which cases do or do not warrant full discussion e.g. postop wound infection responded to oral antibiotics

Additional tips for the M&M Meeting:

For smooth running of the meeting, we have found from initial trials that the “flow” of the meeting often works best if one nominated person acts as a “scribe” - negotiating the NOMAD website and typing to summarise the discussion being had while somebody else presents the case (usually a registrar or consultant involved in the case). Trying to both present the case and summarise the discussion is difficult and slows the meeting down.

If the text size is too small or large for your meeting, there is an option in the top right corner after opening the survey that allows you to increase or decrease the text size, as desired.

Finally, we would like to highlight that, although it has not been tested in the court, we believe that the information included in the M&M meeting could be admissible as evidence in court proceedings (even though patient CHI numbers are not included in the current version of NOMAD). NOMAD should therefore be viewed as a legal document with wording that reflects this.

Comparing national data

The screenshot shows the REDCap interface for the NOMAD (No CHI) project. The left-hand menu is visible, with 'National Data' highlighted under the 'Project Bookmarks' section. The main content area displays project statistics, current users, and upcoming calendar events.

Project Home

The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

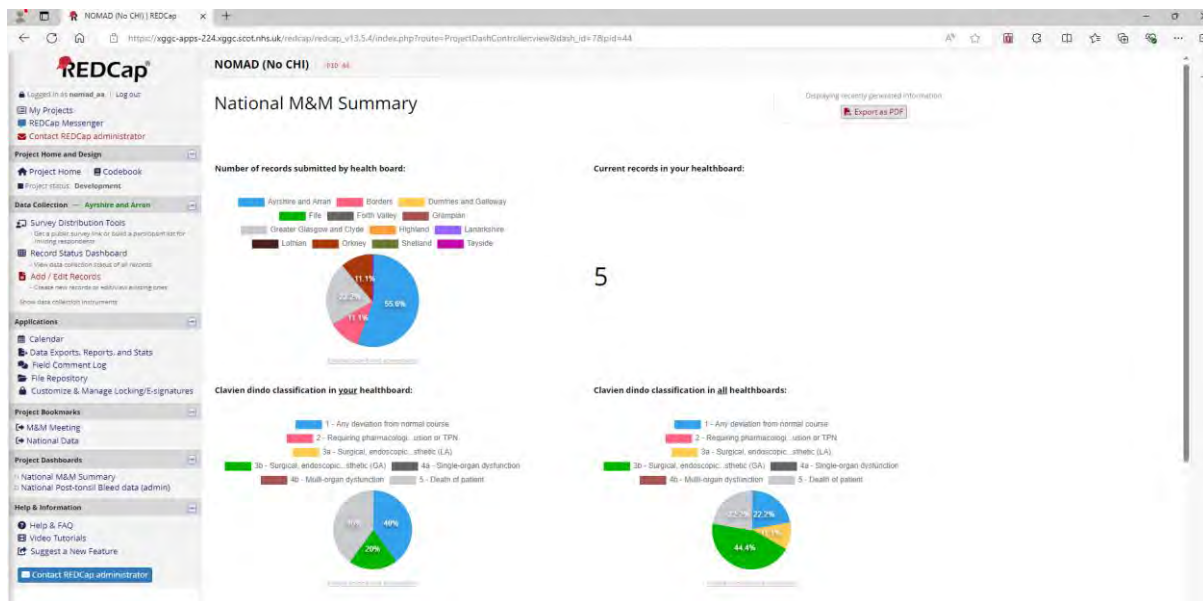
Current Users (5)	
User	Expires
hishashatlor (Hishash Tahir)	never
niallindadley (Niall Woodley)	never
nomad_aa (AA Coordinator)	never
rhonahurley (Rhona Hurley)	never
sean_hishash (Seán Tahir)	never
trishshenton (Cecilia Shenton)	never

Project Statistics	
Records in project	Total: 9 / (in group: 5)
Most recent activity	08/07/2024 6:11pm
Space usage for docs	0.00 MB

Upcoming Calendar Events (next 7 days)		
Time	Date	Description
No upcoming events		

NOMAD allows you to compare your regions performance to that of national data. We suggest this is done routinely at the end of the each M&M meeting.

To do this, click the “National Data” bookmark on the left hand menu.



This will bring up a page that allows comparison between health boards of selected outcomes.

The outcomes shared here are determined by SERN. We are also slightly limited in what data can be shared for data security reasons and also technological limitations within REDCap.

Charts can be clicked to expand them, allowing them to be seen more clearly in the M&M meeting setting.

If you see any error messages, please contact Hitesh Tailor or Niall Woodley so that this can be remedied.

The screenshot shows the REDCap web interface for the 'NOMAD (No CHI)' project. The left sidebar contains a navigation menu with sections: 'Project Home and Design', 'Data Collection', 'Applications', 'Project Bookmarks', 'Project Dashboards', and 'Help & Information'. In the 'Project Bookmarks' section, 'PTB Data' is highlighted with a red rectangular box. The main content area, titled 'Project Home', provides an overview of the project with three main sections:

- Current Users:** A table listing users and their expiration dates.

User	Expires
htobstallor (Helen Taylor)	never
malwoodley (Niall Woodley)	never
nomad_aa (AA Coordinator)	never
rhonahurley (Rhona Hurley)	never
sean_jhresh (Seán Hurley)	never
trishanigan (Caroline Shannon)	never
- Project Statistics:** A summary of project data.

Records in project:	Total: 9 / In group: 5
Most recent activity:	09/07/2024 6:14pm
Space usage for docs:	9.36 MB
- Upcoming Calendar Events:** A section for upcoming events, currently showing 'No upcoming events'.

The footer of the page includes 'The REDCap Consortium' and 'Citing REDCap'.

We can also give access to statistics regarding individual procedures. In its current form, there are some technical issues with the sharing of data nationally in real time. However, we have made a workaround which hopefully is adequate for the time being. Click the “PTB Data” bookmark.

REDcap

NOMAD (No CHI) | REDcap

https://xggc-apps-224.xggc.scot.nhs.uk/redcap/redcap_v13.5.4/index.php?pid=44&route=FileRepositoryController/index&folder_id=1

Logged in as nomad_admin | Log out

My Projects

- REDcap Messenger
- Contact REDcap administrator

Project Home and Design

- Project Home
- Codebook
- Project status: Development

Data Collection

- Ayshire and Arman

Survey Distribution Tools

- Get a public survey link or build a participant list for inviting respondents

Record Status Dashboard

- View data collection status of all records

Add / Edit Records

- Create new records or edit/view existing ones
- Show data collection instruments

Applications

- Calendar
- Data Exports, Reports, and Stats
- Field Comment Log
- File Repository
- Customize & Manage Locking/IT-signatures

Project Bookmarks

- M&M Meeting
- National Data
- PTB Data

Project Dashboards

- National M&M Summary

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature
- Contact REDcap administrator

NOMAD (No CHI) PTB Data

File Repository

The File Repository allows users to store, organize, and share files used for this project. Folders and sub-folders can be created, and there is no limit to number of folders that can be created or the number of files that can be stored within them. If you are using Data Access Groups or user roles in the project, you may limit access to a new folder so that it is DAG-restricted and/or role-restricted. All deleted files will go to the Recycle Bin where they can be restored/undeleted for up to 30 days, after which they will be permanently deleted.

NOTE: Since Data Access Groups exist in this project, please be aware that any files uploaded here will be available to ALL project users unless the files have been uploaded into a DAG-restricted folder.

Drag and drop files here to upload

Select files to upload Create folder

Show 23 entries Search in current folder

4.8 MB used

All Files / National PTB Data

Name	Size	Time Uploaded	Comments	Share	Delete	File Size
June 2024 PTB National data.pdf	4.8 MB	09/07/2024 5:10pm	Uploaded by nomad_admin			113

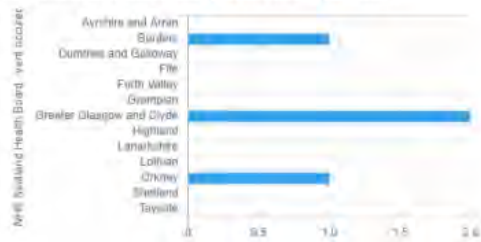
Showing 1 to 1 of 1 entries

Previous 1 Next

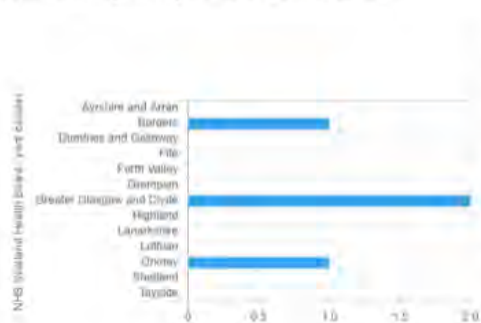
Here, you will have access to a PDF file of some national procedural data – in this case, post-tonsillectomy bleeds. A new document will be uploaded each month.

National Post-tonsil Bleed data (admin)

Post-tonsillectomy bleed totals by health-board (in last month):



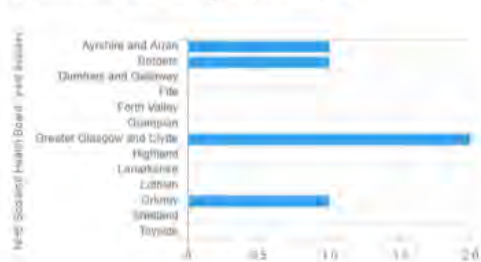
Post-tonsillectomy bleeds by health-board (in last 12 months):



Post-tonsillectomy bleeds in last 12 months per 100,000 population:

ASA:	—
Borders:	0.862
D&G:	—
Fife:	—
FV:	—
Grampian:	—
GG&C:	0.143
Highland:	—
Lanarkshire:	—
Lothian:	—
Orkney:	4.76
Shetland:	—
Tayside:	—

Post-tonsillectomy bleed totals by healthboard (all time):

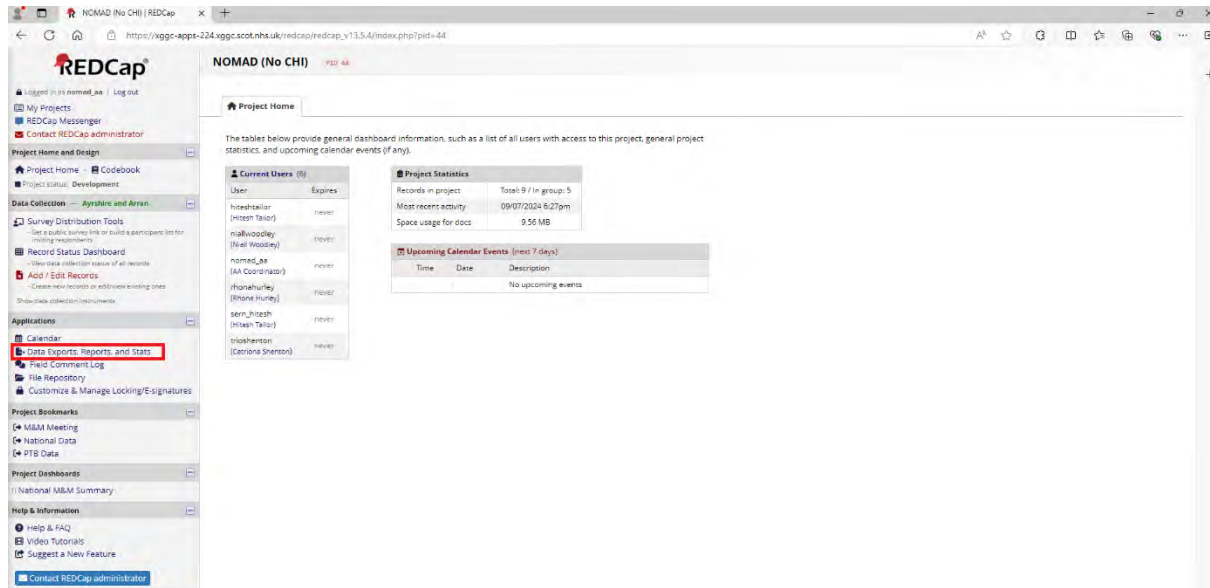


Here we have given information regarding post-tonsillectomy bleed numbers over different time frames.

Due to the different health board sizes, this makes comparison difficult. We have therefore given corrected information based on population served for each health board also to allow easier comparison. However, it is worth noting this information is not a perfect comparison and does not take into account e.g. the total number tonsillectomy procedures completed. Regardless, this may be a useful comparative tool.

Exporting Data for Research / Audit purposes

You may wish to download the data collated from your local health board for more detailed analysis. This can easily be completed by exporting the data to an excel document. You can only export the data for your health board. SERN members will have access to the data for all health boards.



Click "Data exports, reports and stats" on the left hand menu (red box)

REDcap

NOMAD (No CHI) | REDcap

Logged in as [nomad_admin](#) | Log out

My Projects
 REDcap Messenger
 Contact REDcap administrator

Project Home and Design
 Project Home
 Codebook
 Project status: Development

Data Collection — [Aggregates and Averages](#)
 Survey Distribution Tools
 Record Status Dashboard
 Add / Edit Records
 Applications

Calendar
 Data Exports, Reports, and Stats
 Field Comment Log
 File Repository
 Customise & Manage Locking/E-signatures

Project Bookmarks
 MSM Meeting
 National Data
 PTB Data

Project Dashboards
 National MSM Summary

Help & Information
 Help & FAQ
 Video Tutorials
 Suggest a new Feature
 Contact REDcap administrator

Data Exports, Reports, and Stats

VIDEO: How to use Data Exports, Reports, and Stats

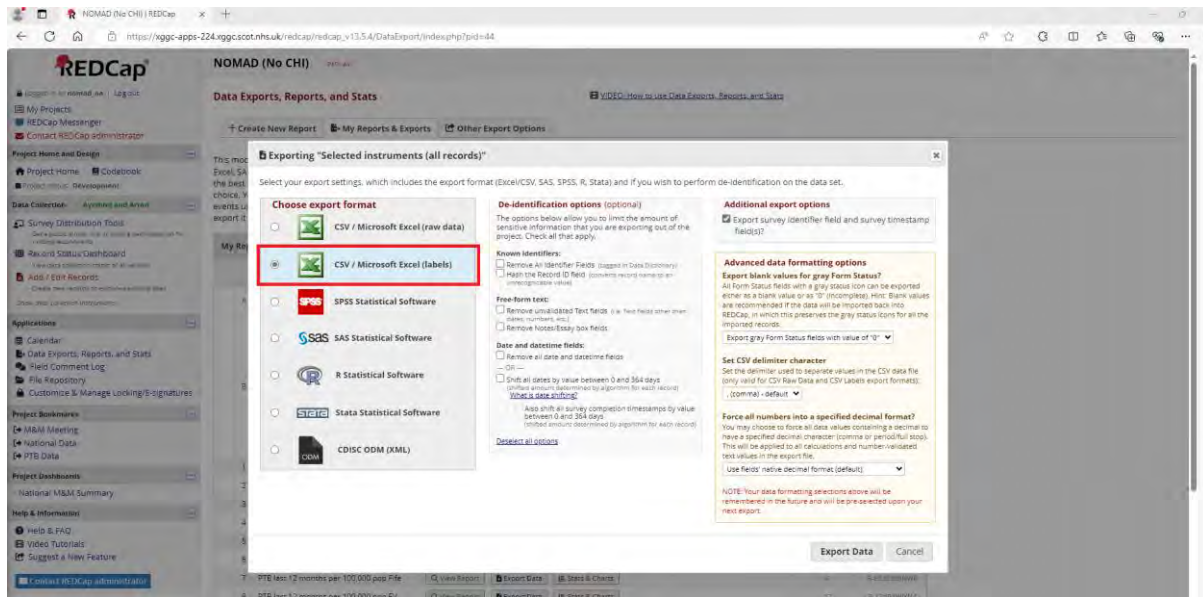
Create New Report | My Reports & Exports | Other Export Options

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your "entire" data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDcap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

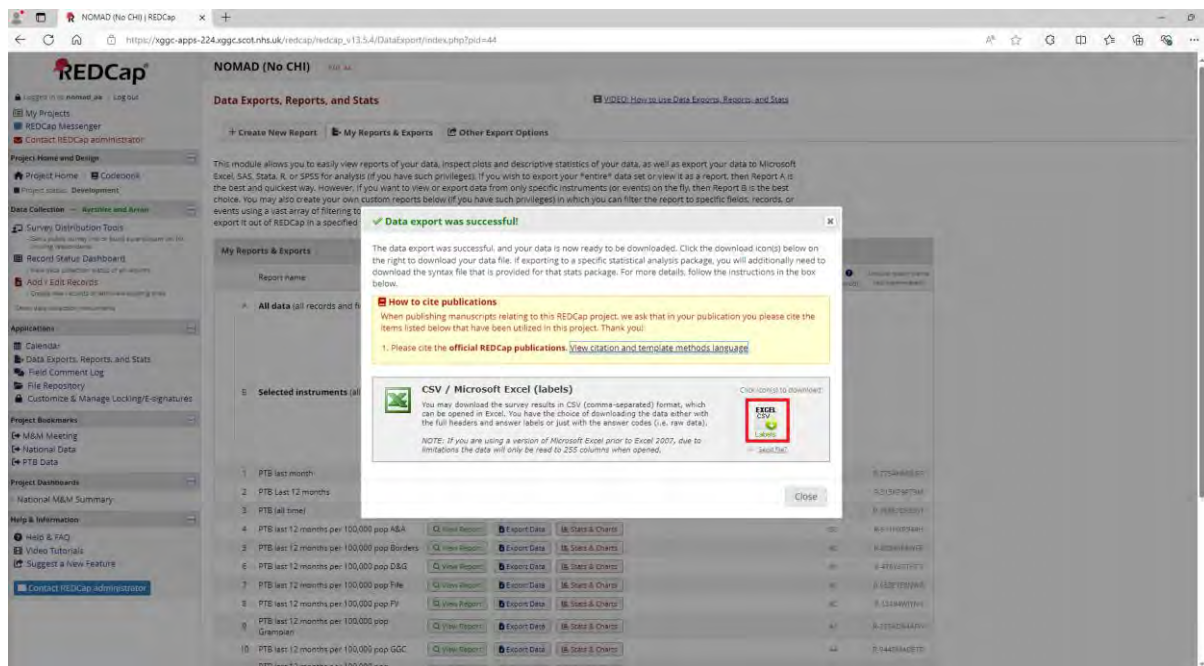
My Reports & Exports

Report name	View/Export Options	Management Options	Report ID	Unique report name
A All data (all records and fields)	View Report Export Data Stats & Charts			
B Selected instruments (all records)	Make custom selections			
1 PTB last month	View Report Export Data Stats & Charts		34	B-PTB46WLRB
2 PTB Last 12 months	View Report Export Data Stats & Charts		33	B-313AF8PT9M
3 PTB (all time)	View Report Export Data Stats & Charts		32	B-258E72HJAT
4 PTB last 12 months per 100,000 pop AS&A	View Report Export Data Stats & Charts		35	B-871H055AAH
5 PTB last 12 months per 100,000 pop Borders	View Report Export Data Stats & Charts		40	B-88805889P
6 PTB last 12 months per 100,000 pop D&G	View Report Export Data Stats & Charts		36	B-476V3CH7E
7 PTB last 12 months per 100,000 pop Fife	View Report Export Data Stats & Charts		41	B-8838E8BW8
8 PTB last 12 months per 100,000 pop FV	View Report Export Data Stats & Charts		42	B-12494HJYK
9 PTB last 12 months per 100,000 pop Grampian	View Report Export Data Stats & Charts		43	B-022406688H
10 PTB last 12 months per 100,000 pop GGC	View Report Export Data Stats & Charts		44	B-94426A2ETD
11 PTB last 12 months per 100,000 pop Highland	View Report Export Data Stats & Charts		40	B-782878VCKY
12 PTB last 12 months per 100,000 pop Lanarkshire	View Report Export Data Stats & Charts		49	B-2134VH408H
13 PTB last 12 months per 100,000 pop Lothian	View Report Export Data Stats & Charts		46	B-11149H9J8
14 PTB last 12 months per 100,000 pop Orkney	View Report Export Data Stats & Charts		47	B-025H4AL7C
... PTB last 12 months per 100,000 pop				

For “Selected instruments” select “Make custom selections”. Then select “NOMAD Data collection” then export data.



Click the "CSV / Microsoft Excel (labels)" option. Then click "export data" on the bottom right.



Click the excel button (red box). This will download an excel file with all of your health board region's M&M data.

This data may appear slightly "messy" at first glance and so may require tidying up. However, this should be easily remedied by those proficient in excel. We hope this will be a useful tool for ENT consultants coming up to revalidation etc. to quickly have access to all complications under their care.

Troubleshooting

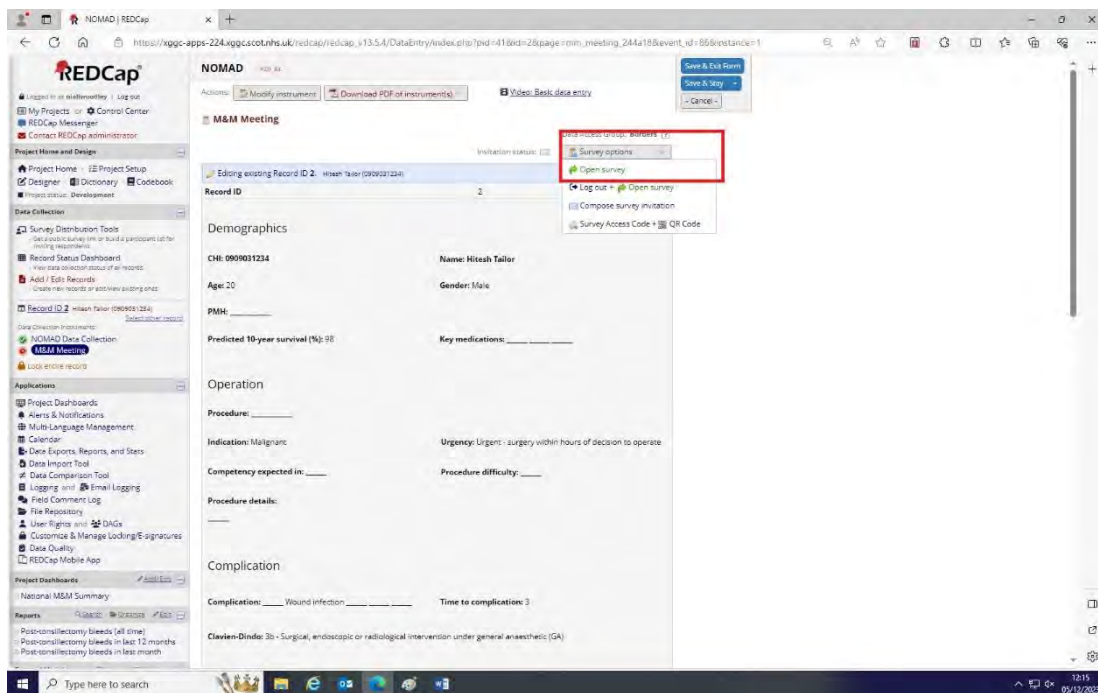
I want to amend information in the M&M report, but the M&M report is not editable. What do I do?

Go back to the M&M Meeting Dashboard using the bookmark. Find the record you wish to edit. Click on the button in the left hand column (NOMAD Data Collection), then open the survey using the top right menu. You can then edit the information here and save the changes. Click “Leave without saving changes”. This should update the changed information and you can then open the M&M report as before.

We would recommend that minor amendments are not made “live” during the M&M meeting. Instead, we recommend the M&M co-ordinator keeps note of any suggested minor amendments to be made so that this can be done at after the meeting is over to avoid wasting time. However, for major amendments, the team may wish to ensure that the changes are made fully and correctly during the meeting.

I can't get the green box to become ticked!

Remember, you need to open the survey using the top right hand box. Click survey options in the top right, then open survey. You can then edit the form as needed then scroll to the bottom. Click “Submit”. Then “Close”. Then “Leave without saving changes”. This should change your form to a green tick.



We are in the M&M meeting and decided to defer a case for a future meeting. What do I do?

Simply close the tab. Then click “Stay on page”, then and negotiate back to the M&M Meeting Dashboard using the bookmarks. This will change the M&M meeting box from blank to another colour, but not green. Helpfully this will move the record further down the page so it is no longer in

the top row, but above the green ticks, so it can easily be found during the next M&M meeting where it could be reviewed again. You can then continue with the M&M meeting.

A colleague wants to edit a submitted case, but they can't get access. What do I do?

The M&M co-ordinator can give access to individual cases by identifying the case in question, clicking the data collection form (first column on the M&M meeting display). Then, click survey options, then survey access code – there is then a web link and access code that can be sent to the user which allows them access the individual case. They can then amend the details as required.

Pre-Meeting Checklist for M&M Co-ordinator

- ☐ Ensure <https://entscotland.org/nomad> and <https://entscotland.org/redcap> are green-listed by your IT department and that you can access these sites
- ☐ Ensure you have appropriate log-in details and these are working correctly
- ☐ Check for duplicate cases and delete as appropriate
- ☐ Ensure complete information submitted for all cases using the left-hand column (NOMAD Data collection)
- ☐ Screen for post-tonsillectomy bleeds (or other locally agreed complications) using the right-hand column (M&M meeting) - open the survey and complete these.
- ☐ Send a list of all patients due for MDT discussion
- ☐ Ensure you are using the correct “Dashboard displayed” setting for your region