National Asthma and COPD Audit Programme (NACAP)

Adult Asthma Audit - Technical guidance for clinical audit

Version 2.0: September 2020

Frequently Asked Questions (FAQs) are also available.

Contents

This contents page is navigable. Please click on any of the below headings and subheadings to take you to the relevant section of the technical guidance document.

Overview of audit........................................................................................................................................2

Accessing the asthma audit web tool .......................................................................................................2

Back to contents........................................................................................................................................2

How to log-in to the web tool......................................................................................................................2

Navigating the adult asthma secondary care clinical audit pages............................................................6

Colour key used on each patient record.....................................................................................................7

Exporting your local data............................................................................................................................12

Importing your local data............................................................................................................................12
Overview of audit
Back to contents

- Data collection for the adult asthma clinical audit launched on 1 November 2018 and will be running continuously until at least 28 February 2021.

Accessing the asthma audit web tool
Back to contents

- Every individual who will be entering data should have a unique log-in. If your hospital is registered, any registered user that already has login details is able to create new account requests for additional users. Please note that the lead clinician at your hospital will be required to approve accounts in order for access to be granted.
- The lead clinician at your hospital will receive an automated email from the web tool requesting them to either approve or decline the account request for their hospital.
- Contact the team at asthma@rcplondon.ac.uk if you are unsure whether your hospital is registered.

How to log-in to the web tool
Back to contents

- The asthma audit web tool can be reached via www.nacap.org.uk. The home page looks like this:

Once you have reached the web page, please click ‘Visit’ to log into the web tool.
Once you have selected ‘sign in’, the following pop-up will appear:

**Warning: Please Read**

The NACAP - Adult Asthma Audit audit application contains confidential medical information.

It is an offence to view this data if you are not authorised to do so or make use of this database other than for the purpose it was created.

Under no circumstances should users pass their login details or disclose their passwords to others. If users believe that their password has been compromised they should inform the helpdesk team immediately. If a user detects what they believe is a breach of security or confidentiality, then it is their responsibility not to disseminate the information obtained and to report the event to the helpdesk team immediately.

**Note:** You are subject to the confidentiality obligations in your NHS contract when using this database. Please protect patient data and system security at all times.

Once you have read the text, please click ‘I agree’. This is an information governance procedure necessary for participating in the audit.

Enter your own username here. Do not login using someone else’s details.

Enter your password here. Please store your password securely, and make sure it is memorable but not guessable by somebody else.

Once you have completed our username and password click here to sign in.
Navigating the adult asthma secondary care audit homepage

Back to contents

The below images highlight the features that are available from the homepage of the web tool.

This will take you back to the adult asthma audit homepage.

Supporting documents are available to download here (e.g. guidance documents, data collection sheets, etc.).

Further support is available (e.g. new user creation, password reset).

This area will show the name of the person who is logged in, as well as the hospital name.

For security, please log out if you are no longer using the web tool.

Click on ‘New patient Record’ to be taken to the clinical dataset questions.

Technical guidance for staff: undertaking the clinical adult asthma audit | Version 2.0

National Asthma and COPD Audit Programme
asthma@rcplondon.ac.uk | 020 3075 1526
www.rcplondon.ac.uk/nacap
This page shows you the list of patients that have been entered onto the web tool from your hospital.

This page will show you run-charts which will become available during the continuous audit, as well as national and site level reports.

From here you can upload suitably formatted CSV files of patient records in bulk.

From here, you can export all the patient records onto the web tool into an Excel spreadsheet.

You are able to create custom fields for local use.

Technical guidance for staff: undertaking the clinical adult asthma audit | Version 2.0
National Asthma and COPD Audit Programme
asthma@rcplondon.ac.uk | 020 3075 1526
www.rcplondon.ac.uk/nacap
Navigating the adult asthma secondary care clinical audit pages

Help notes are available by clicking on the ‘i’ next to the question.

Use ‘Save’ to save the current record. This will also validate the record, and if it does not comply with validation rules it will be saved as incomplete. Incomplete records can be returned to and completed at a later date. Incomplete records will not be included in any audit reporting.

Use ‘Close’ to close the current record. You can return and edit a record at any point whilst the audit is open, provided it has been saved.

Please note that you need to save the record before you close in order for it to be saved.

Navigate through questions using tabs at the top of the page, or the ‘Next’ and ‘Prev’ buttons on the bottom of the page.
Colour key used on each patient record

The web tool uses a colour key to highlight where areas of the patient record need to re-checked, amended, or skipped based on the answers inputted.

If you skip a mandatory question a message will appear in orange stating that the field is a required field and a value must be entered. The question will also be highlighted in orange.
A yellow tab indicates that some information provided falls outside the **lower or higher end of the number range** and should be re-checked to ensure accuracy. This will not stop you saving and closing the record and is purely a recommended ‘double check’ warning.

If a question is greyed out, then no answer is required and you should move onto the next question.

If you enter a result for a question that does not comply with the validation rules, a message will appear in red stating the validation rule and the question will be highlighted in red.

If a red tab appears there is an error in the patient information provided which must be amended for the record.
Predicted peak flow (PEF) calculator

The Acute observations tab (tab 3) has a predicted PEF calculator for question 3.5.1.

The information within it will pre-populate with age (using question 1.1 and 2.2) and gender (using question 2.3).

You will need to manually enter the height and sex of the patient (if gender is anything other than male or female for question 2.3). Using these three pieces of information, the calculator will automatically generate the predicted PEF.

Select ‘Update’ to add the prediction to the dataset.
Creating new users

Back to contents

- Create new users via the support tab.

**Click on 'Support' from the home page, and once the page loads click on 'New user'.**

Click here and follow all instructions to complete registration.
Resetting your password

Back to contents

- Reset your password via the support link.

Click on ‘Support’ within the home page, and then click on ‘Password reset’. Follow all instructions to change password.
Exporting your local data

- All data that you enter to the audit can be exported.

Importing your local data

- The ‘Importing technical guidance’ document explains in detail the process involved to import your data. This will be available to downloaded from both the web tool’s ‘Downloads’ page at [www.nacap.org.uk](http://www.nacap.org.uk) and on our website [www.rcplondon.ac.uk/nacap-copd-resources](http://www.rcplondon.ac.uk/nacap-copd-resources) in due course.
Deleting own records

- In order to delete a record log on to the web tool and click either ‘complete records’, ‘draft records’ or ‘all records’.

- Once you have clicked on either ‘Draft records’, ‘Complete records’ or ‘All records’ it will bring you to a page showing all the records entered as shown below.

Click on the NHS Number of the data entry you need to delete.

This is where you will find your draft records and completed records.
After clicking on the NHS number entry you want to delete you will be taken to the screen pictured below which has the delete button near the top right of the screen.

The delete button to remove the entry