National Asthma and COPD Audit Programme (NACAP)
Technical guidance for the COPD and adult asthma organisational audit
Version 1.6: March 2019

Frequently Asked Questions (FAQs) are also available for the organisational audit.

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.

General Information ............................................................................................................................................................................. 2
  Overview of the audit ........................................................................................................................................................................... 2
Access to the organisational audit ........................................................................................................................................................ 2
  How to log in to the audit web tool .................................................................................................................................................. 2
  Creating a new user account request .............................................................................................................................................. 5
  Approving a new user account request ....................................................................................................................................... 5
Navigating the organisational audit pro forma ..................................................................................................................................... 6
General Information

Overview of the audit
- Data collection will take place over a three month period between Monday 1 April and Monday 1 July 2019.
- The deadline to complete the organisational audit dataset is Monday 1 July 2019 at 6pm.
- Please note that all data must be submitted by this deadline via the online audit web tool in order to be included in analysis and reporting.

Access to the organisational audit

How to login to the audit web tool
- The organisational audit is accessible via your existing adult asthma audit/COPD audit login.
- You do not need access to both the COPD audit web tool and adult asthma audit web tool in order to enter data for the organisational audit; access to one of these audits is sufficient.
- The organisational audit web tool can be reached via www.nacap.org.uk. You should be directed to a sign-in page where you must enter your web tool credentials.

Enter your own username here. Please 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.
A purple box will appear with the list of web tool ‘applications’ you have access to.

In order to access the organisational audit you must have access to either ‘NACAP – COPD Audit’ or ‘NACAP – Adult Asthma Audit’. Please note that individuals may have different ‘application’ options depending on which web tools they are registered for. Therefore the application list may include more or less options than shown in this image.

Once you have selected either ‘NACAP – COPD Audit’ or ‘NACAP Adult Asthma Audit’, 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 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 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.
You will be able to access the organisational audit data entry area via your adult asthma audit or COPD audit login from the left hand ribbon of the web tool homepages.

Select ‘COPD & adult asthma organisational audit’ from the left hand ribbon of the menu to access the organisational audit web tool pro forma.
Creating a new user account request

- All existing registered web tool contacts can create an account request for a new user.
- Only colleagues who have appropriate organisational rights to view patient level information should be granted access to the web tool.
- Follow the steps below to create an account request for a member of your team to support data entry for the organisational audit:
  1. Login to the NACAP adult asthma/COPD audit web tool at [https://www.nacap.org.uk/](https://www.nacap.org.uk/)
  2. Go to ‘Support’ available on the web tool homepage.
  3. Select ‘New user’ in the left hand ribbon.
  4. Select ‘Create User /Account Manager’.
  5. Select ‘Register a user’ and complete the relevant details for your colleague(s).

Approving a new user account request

- Only lead clinicians can approve new user account requests. Follow the steps below to approve a new user account:
  1. Requests enter a ‘pending’ list. Lead clinicians can access this ‘pending list’ by following steps 1-4 as above.
  2. Select the ‘Requests’ list.
  3. The lead clinician can select each name they wish to approve and press the ‘approve’ button above the user account. An automated email with instructions on how to finalise the account will be sent to the new user.

- Please contact the NACAP team at nacap@rcplondon.ac.uk if you are unsure whether you or your hospital is registered for the adult asthma and/or COPD audit.
Navigating the organisational audit pro forma

Once you have selected the ‘COPD and adult asthma organisational audit’ link the below pro forma will be appear:

Select the ‘edit’ function in order to enter and amend data within the organisational audit pro forma.
Once the edit function has been selected, answer option fields will be shown for each dataset question:

If the pro forma is updated and saved via the COPD audit login, this data is automatically updated on the adult asthma audit login for the hospital and vice versa. You can save and come back to the pro forma at any point during the snapshot audit period.

Please save the pro forma before closing. Select ‘Close’ to then return to your COPD or adult asthma audit web tool homepage.

Click on the icon beside questions for additional help notes. The additional help notes will appear as a pop up on the pro forma page.
• Once the pro forma has been completed in full, you are required to mark this as complete. When you select the ‘Mark as complete’ button in the top right hand corner of the pro forma the blank fields on any tab will be flagged in yellow as per the below example:

Click ‘Mark as complete’ once you have completed the pro forma. This button will then function to check that there are no blank answer fields. If there are no blank fields you will be asked to confirm that you wish to mark the pro forma as complete.
When the pro forma has been completed and you have clicked ‘Mark as complete’ a pop up dialogue box will appear asking you to confirm that the pro forma is complete. Once confirmed, the pro forma will then be locked and no further editing can take place. If you wish to re-edit the pro forma, you will need to contact the NACAP team at nacap@rcplondon.ac.uk to have this unlocked.

Click ‘OK’ to mark the organisational audit as complete and lock the pro forma.