Royal Australasian College of Surgeons

Audits of Surgical Mortality
ONLINE USER GUIDE

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Contents

1. How to log on to the Fellows' Interface? 4
2. How to use the Fellows' Interface? 5
3. How to self-notify an audit case? 6
4. Surgical Case Forms (SCFs) 9
5. How to view a summary of all your submitted SCFs? 11
6. How to delegate SCFs 12
7. First-line Assessments 15
8. Audit Activities, CPD Points & Progress Reports: 17
9. Downloading feedback letters..... 18
10. Accounts..... 21

1. How to log on to the Fellows' Interface?

Directly:

- Go to https://asm.surgeons.org/
- Enter your user identification (ID) and password – ANZASM credentials
- Single sign on – sign in using your RACS credentials.

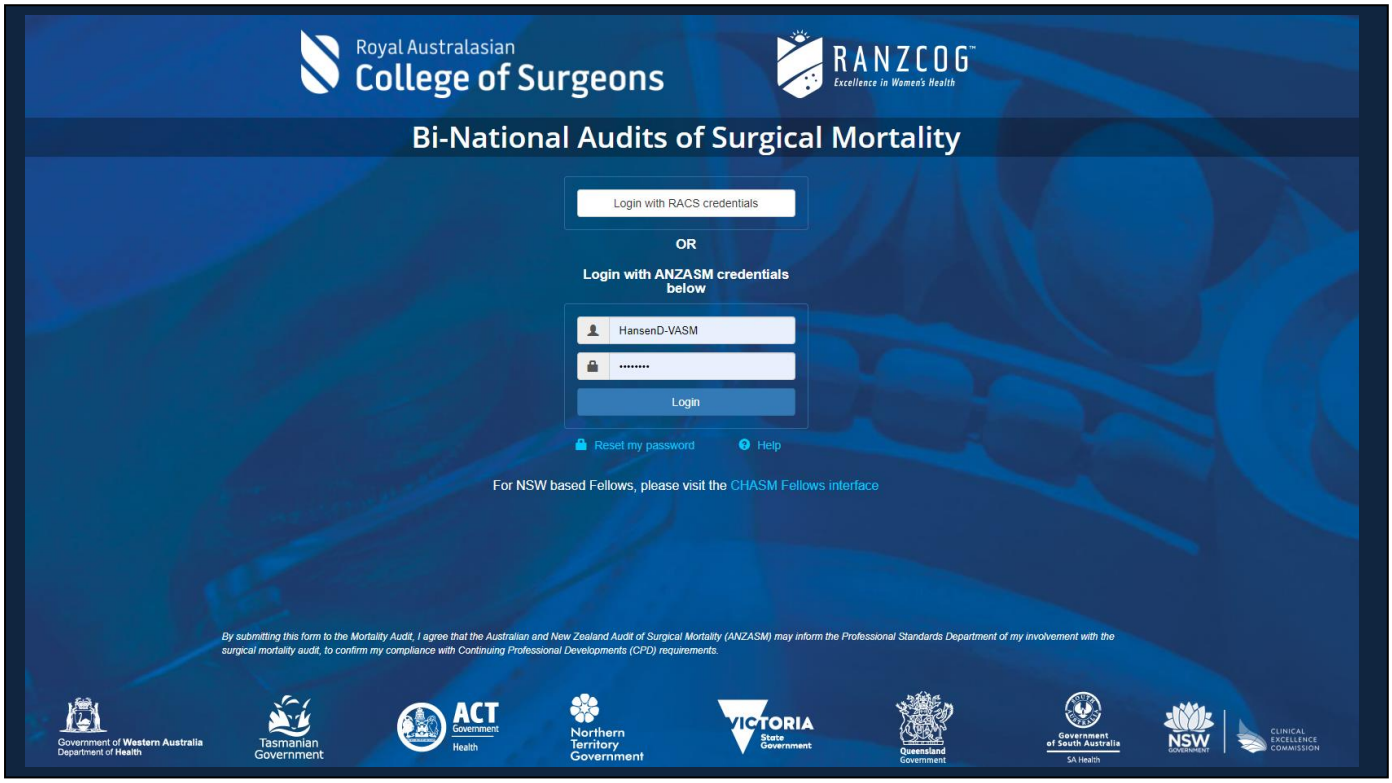
Alternatively:

Click on the link in the email that you have received from the audit office notifying you of a new surgical case form or first-line assessment for completion.

Note:

If you do not have a user ID and password or cannot remember the details, contact the audit office by selecting the help link (see below) on the login page. You will be issued with your login details.

If you have forgotten your password, select the "reset password" link and your password will be reset and sent to you by email.



2. How to use the Fellows' Interface?

Need help? Have a query? (During office hours 9am to 5pm)

- Select the Help tab (see below) at the top of your summary page for the Audit Office contact details.

Need help? Have a query? (Out of office hours)

- Select the Contact and support tab (see below) to send an email.

Have a suggestion or feedback?

- Select the Contact and support tab (see below) to send an email.

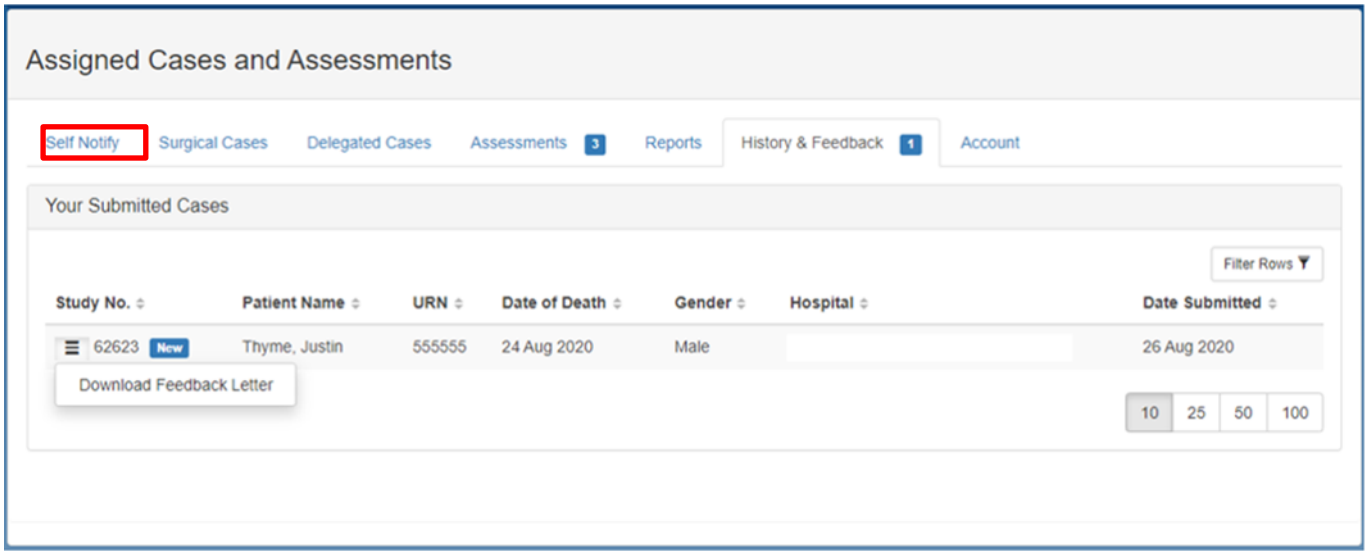
When logged on, your audit summary page with will show the following:

- Self Notify
- Surgical Cases
- Delegated Cases
- Assessments
- Reports
- History
- Accounts

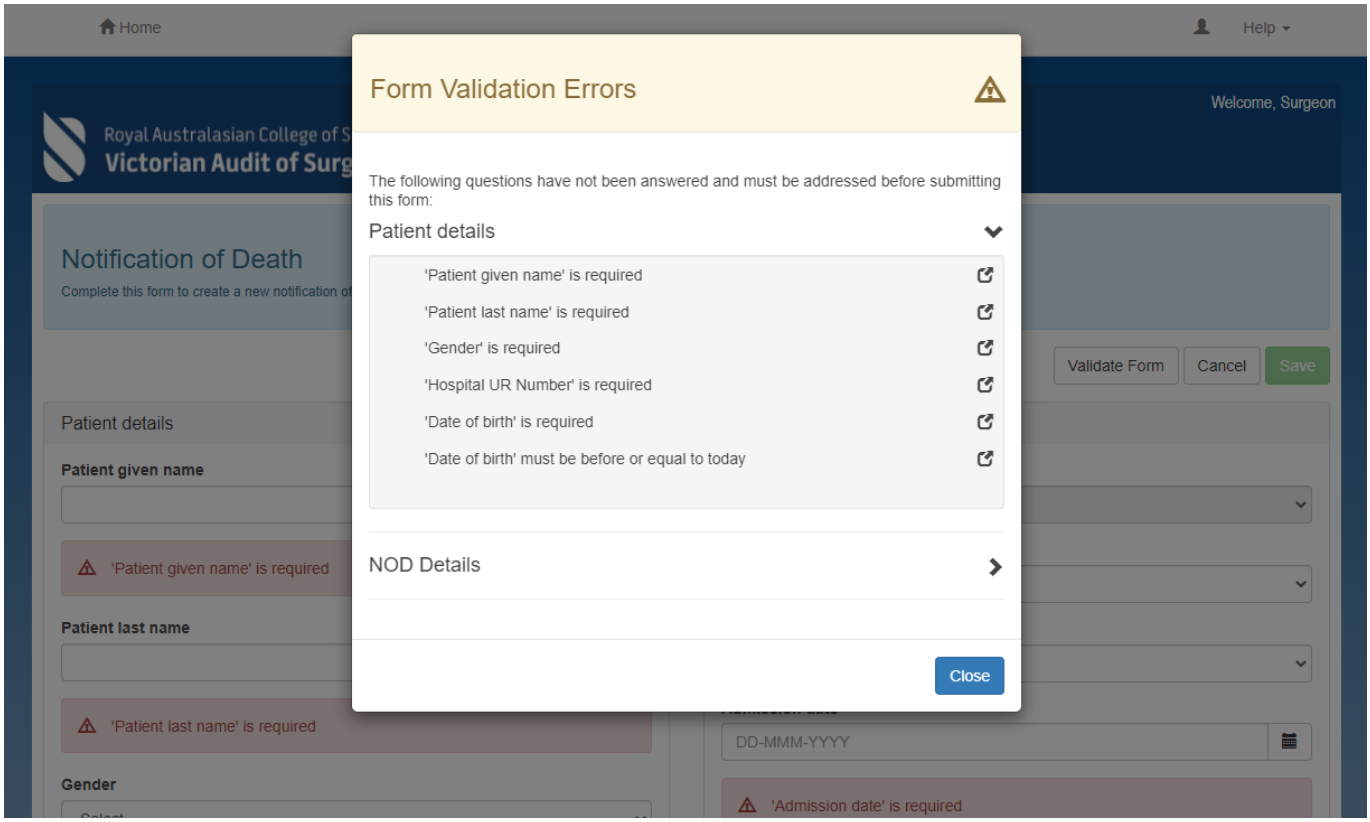
3. How to self-notify an audit case?

The Fellows' Interface has been enhanced to enable users to generate their own notifications of death. From this notification of death, the interface will create a new case with a unique study ID and enable the user to seamlessly complete and submit the surgical case form online. The case can also be delegated once it has been created. (See page 11)

a. To self-generate a notification of death (NOD) via Fellows' Interface login into the interface using your user ID and password and then click on **Create**.

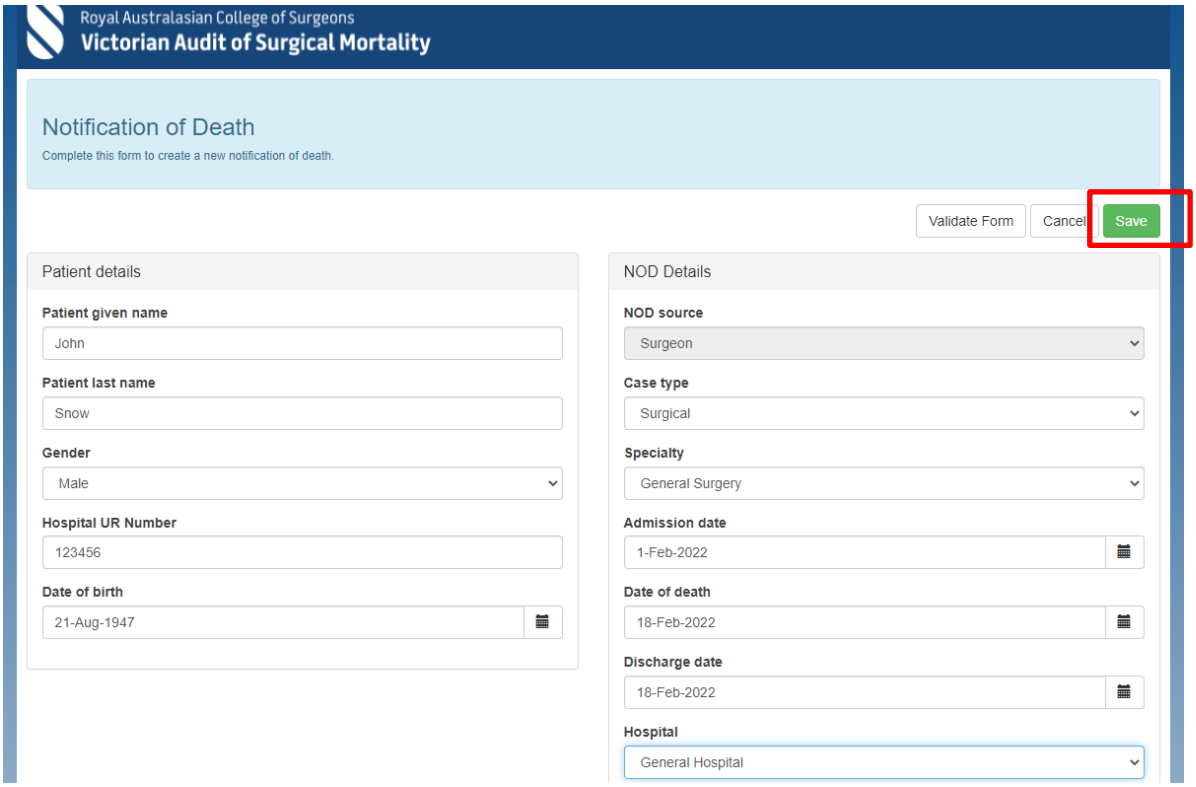


b. Please complete all the fields. If an attempt is made to save the notification without populating all the mandatory fields a warning will be generated.

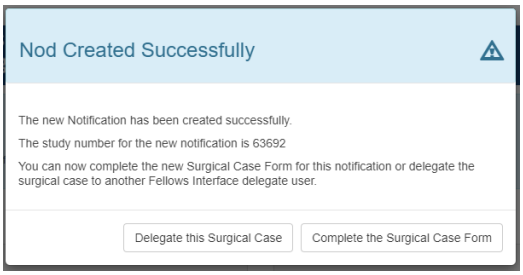


- To see which mandatory fields are yet to be complete, click Actions, check form.

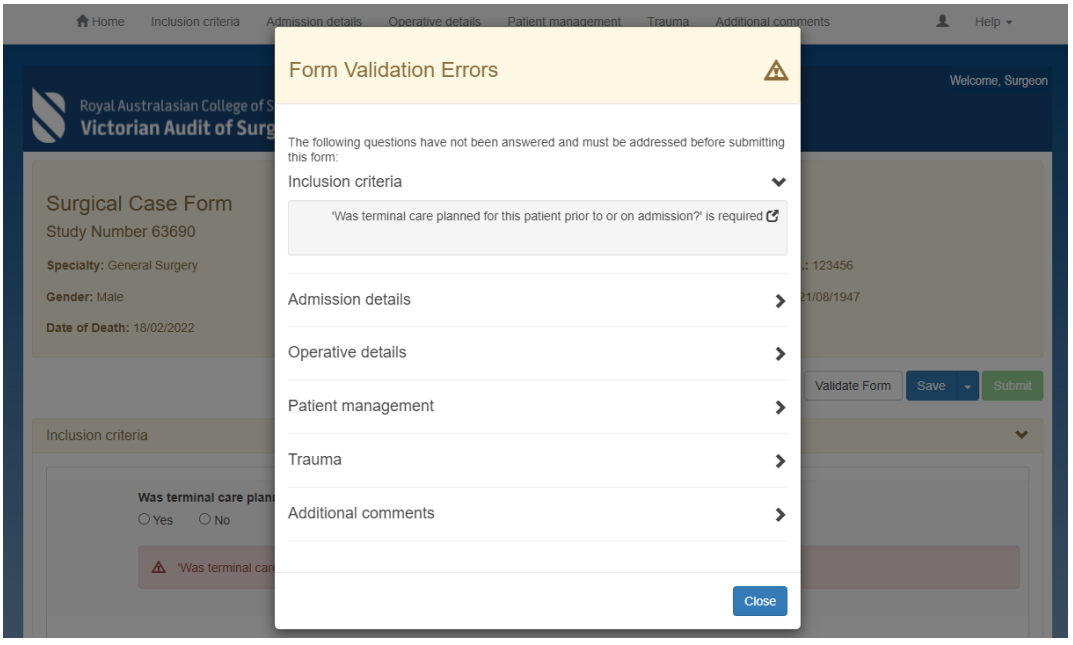
- Once you have populated all the mandatory fields select the **save** button.



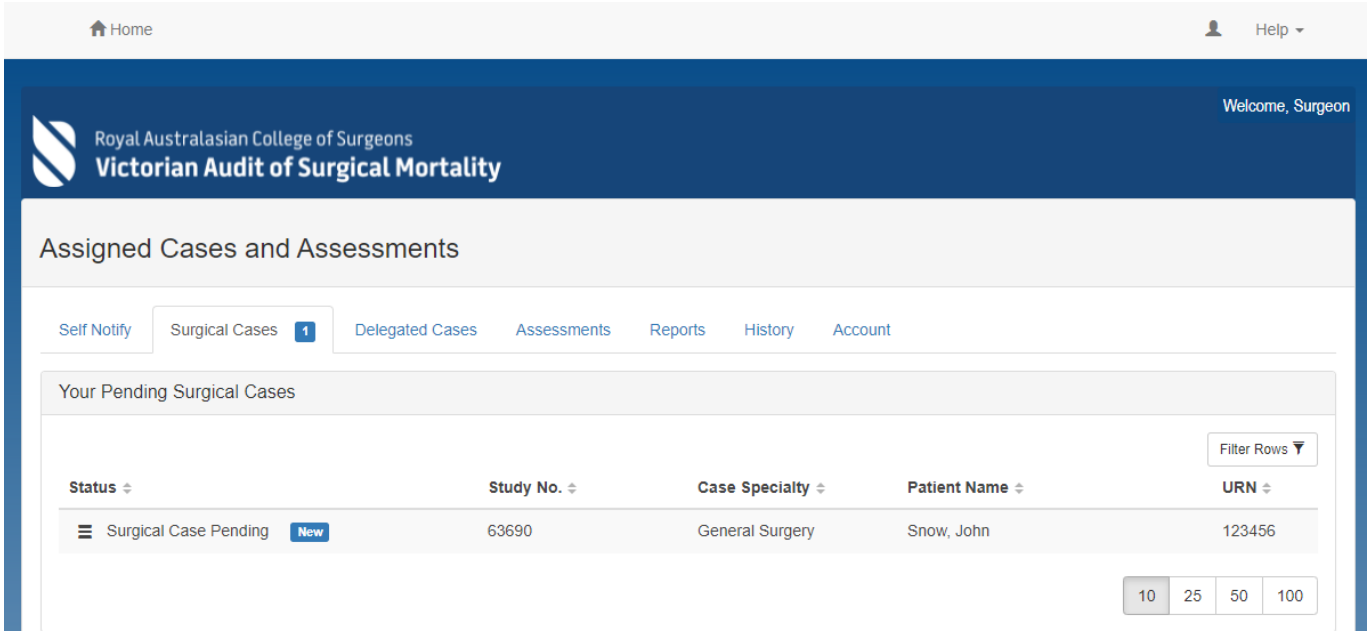
- At this point the interface will create a case with a unique study ID and prompt the user to click on **Complete the Surgical Case Form** to complete the surgical case form or to delegate the surgical case form.



- The user can now complete the surgical case form or if necessary save it for later submission. If the user attempts to submit a surgical case form without populating all the fields, a warning is generated highlighting all the incomplete fields.



- Alternatively, if the user selects **save and submit** later the case will appear on the interface summary page.

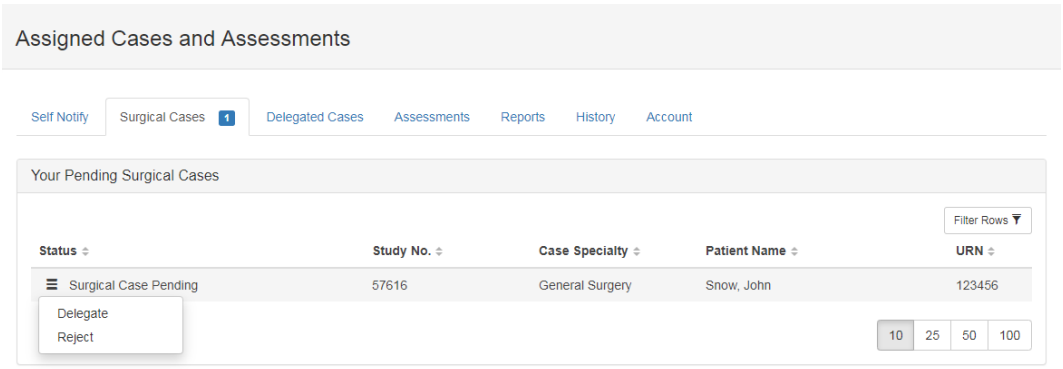


Once the user has populated all the incomplete fields, the **Submit** button will become enabled, which indicates that the surgical case form is **ready for submission** to the audit office.

4. Surgical Case Forms (SCFs)

How to view/complete a surgical case form?

- Click on the case you want to view or edit.



How to reject a Surgical Case Form (if the assigned patient is not yours)?

- Click on the case you want to reject.
- Select the **Actions** tab and then select **Reject Case** (see below).
- State your reasons for rejecting the case.

How to submit a Surgical Case Form?

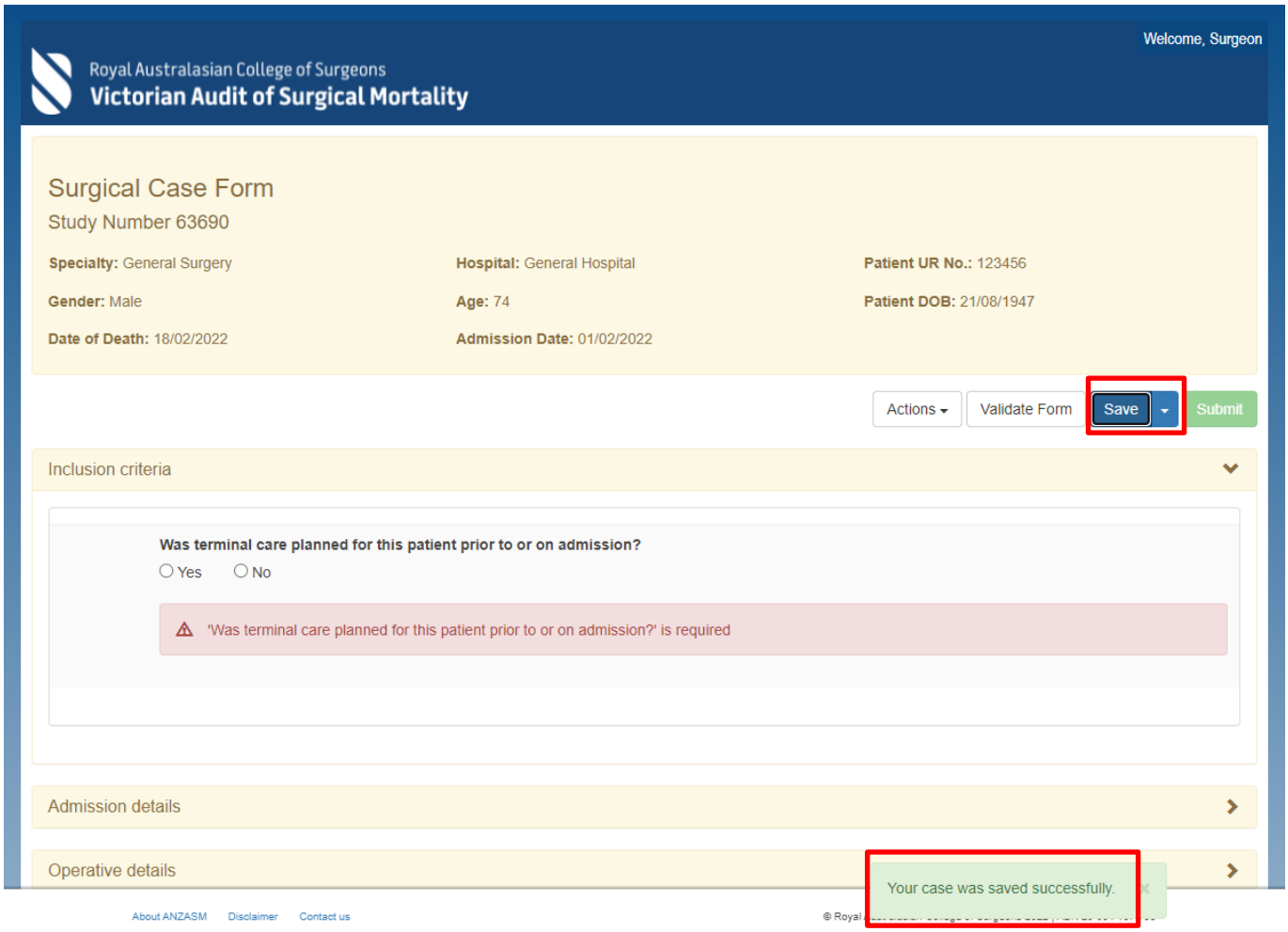
- Complete the form (including a review of any incomplete fields)
- Select the **Submit** button (see below) if this button is not active and will not allow you to submit the case you will need to select the validate button to complete the data.

How to save (and edit) your Surgical Case Form (for a later date)?

- To save select the **Save** tab (see below)

  Note: A prompt will appear at the bottom of the screen confirming that all data already entered has been saved.

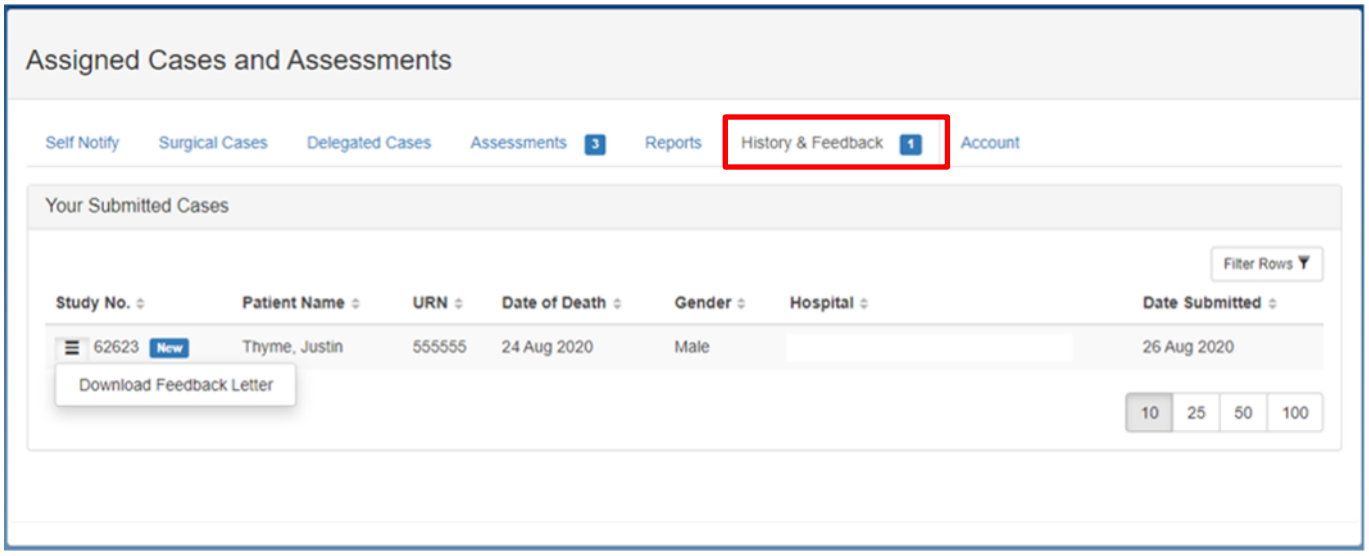
- To save and close select the **Save** tab and select **Save and Close** (see below)



5. How to view a summary of all your submitted SCFs?

- Select the **History & Feedback** tab (see below).
- Click on the case you want to view.

Note: The "submitted" Surgical Case Forms can be viewed but not edited.

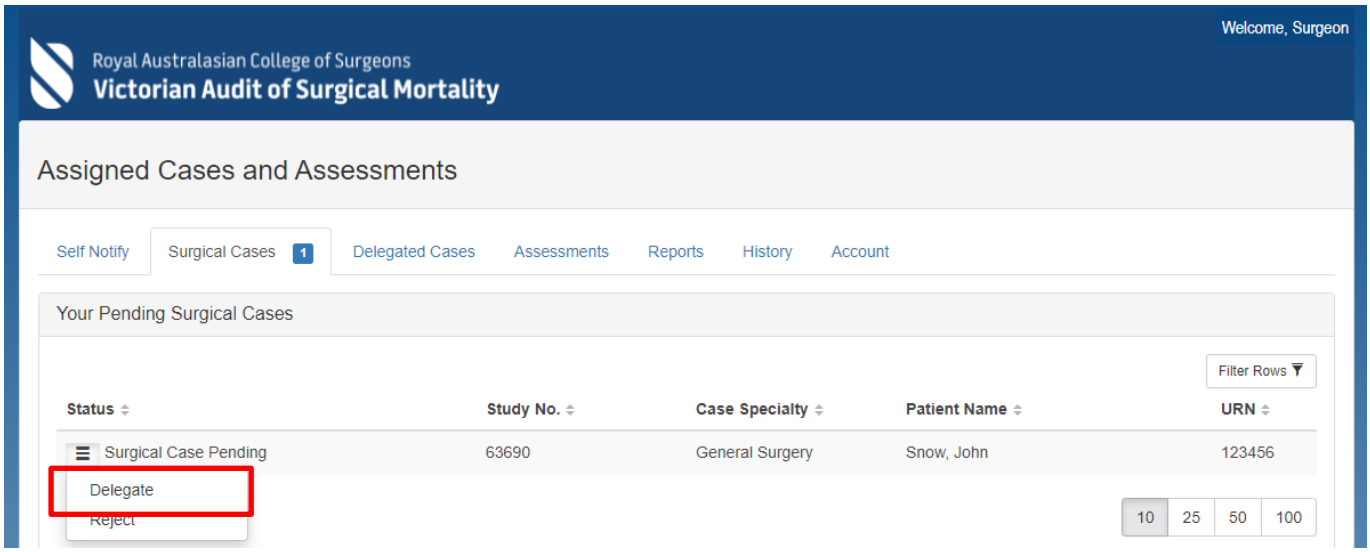


6. How to delegate a surgical case form?

The Fellows' Interface has been enhanced to enable Consultants to delegate their own surgical case forms to a registrar for completion. Once the delegate (registrar) has completed the SCF it will be returned to you online for review before you submit to the audit office.

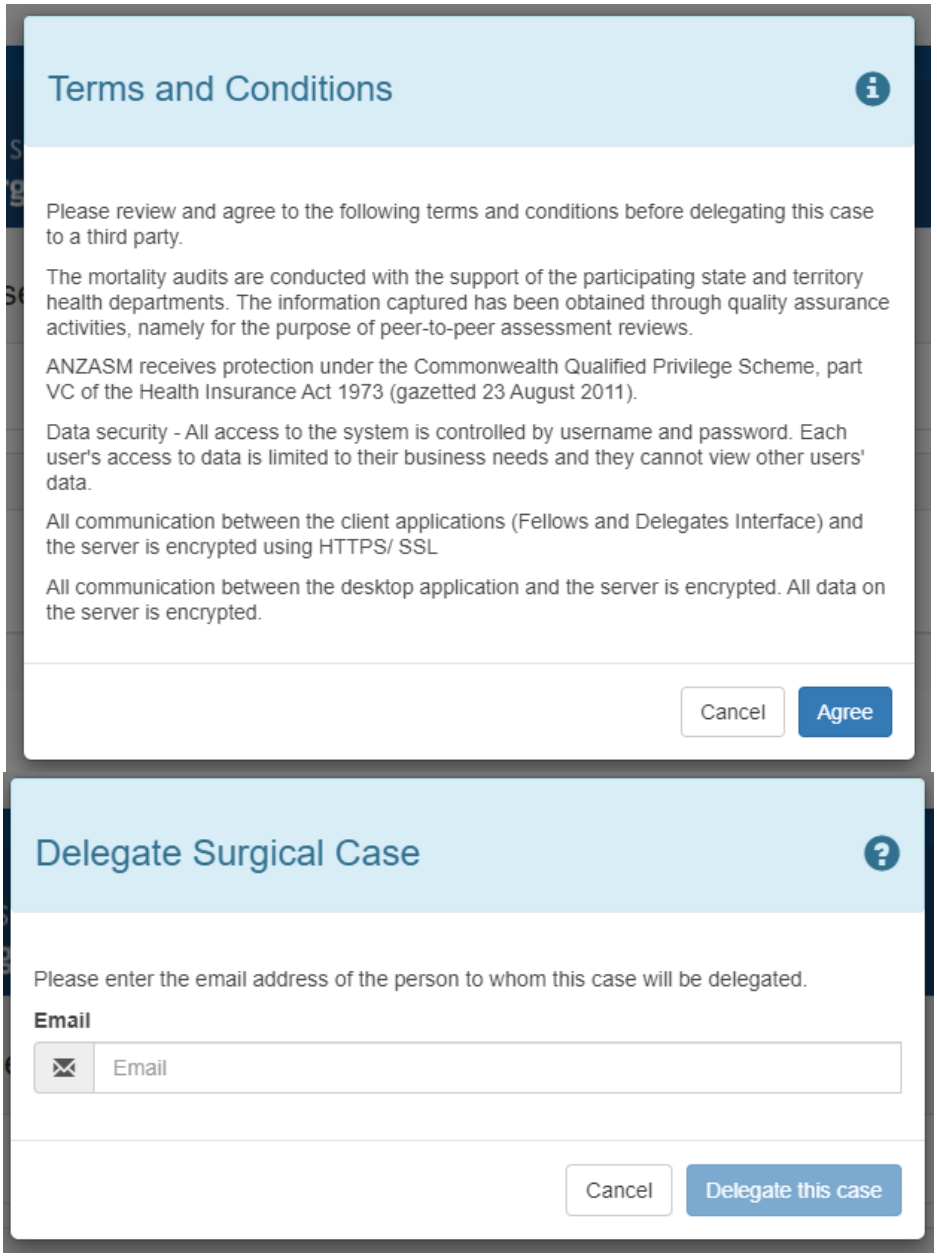
- Click on the case you want to delegate in the pending surgical case forms field.
- Select the **Action** tab and click **Delegate case** (see below).

Alternately you can use the ellipses on the left-hand side of the surgical case form to access the action buttons.



This will generate a dialog box titled "Terms and Conditions".

- After you have read the terms and conditions you will need to accept them
- You are then required to enter the email address of the person you wish to delegate this case to.
- This cannot be another Consultant. If you believe that this case is not yours then you will need to reject the case, stating your reasons for rejecting the case and the audit office will then reassign it to the nominated Consultant.



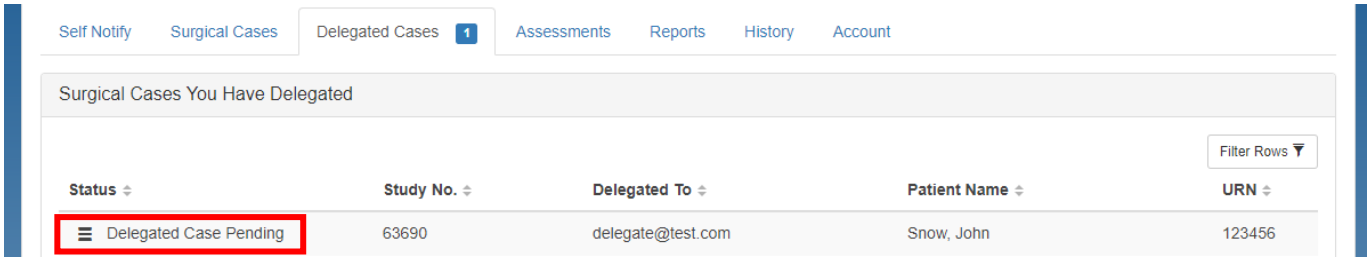
- If the delegate is already registered with the audit they will then receive an email prompting them to complete the SCF, if not you will be asked to confirm the email address to ensure it is going to the correct person.

  Note: There are three cases status for delegated cases:

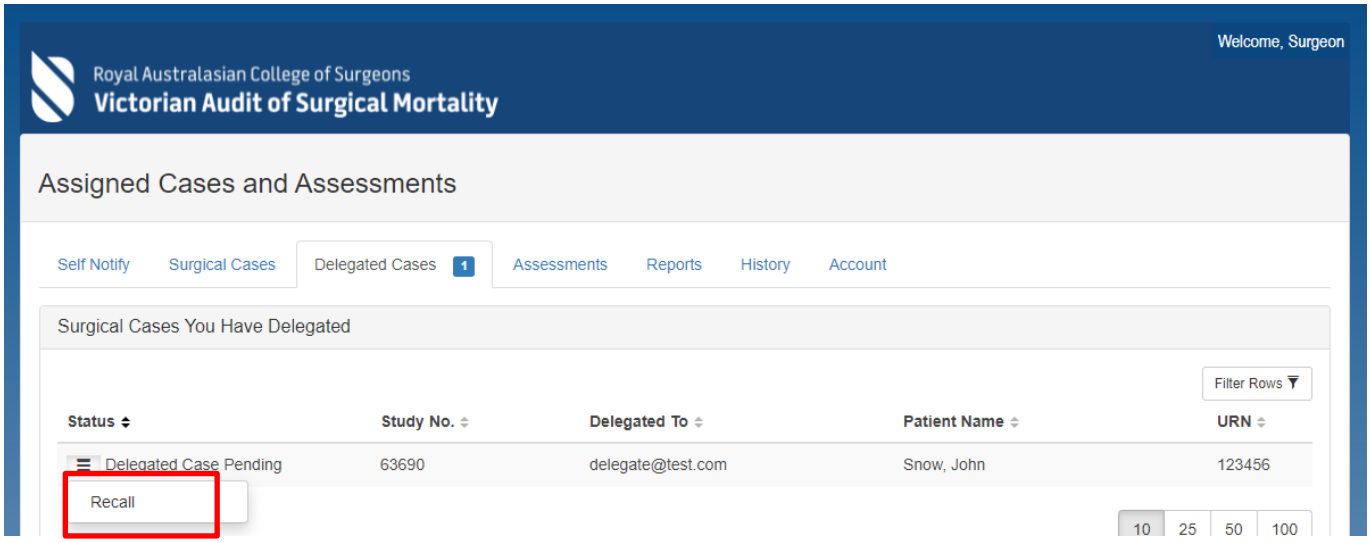
  – **Delegate Case Pending** indicates that the case has been delegated to a registrar delegate and is awaiting completion

  – **Delegate Case Incomplete** indicates that a delegate has begun completing a case but has not yet submitted it for approval

  – **Delegate Case Complete** indicates that a case has been completed by a delegate and is waiting for your approval before being submitted to the audit office



- If a case has been delegated incorrectly, you can recall the case by clicking the **Recall case** button. Recalled cases can then be reassigned to an alternate delegate through the same process.



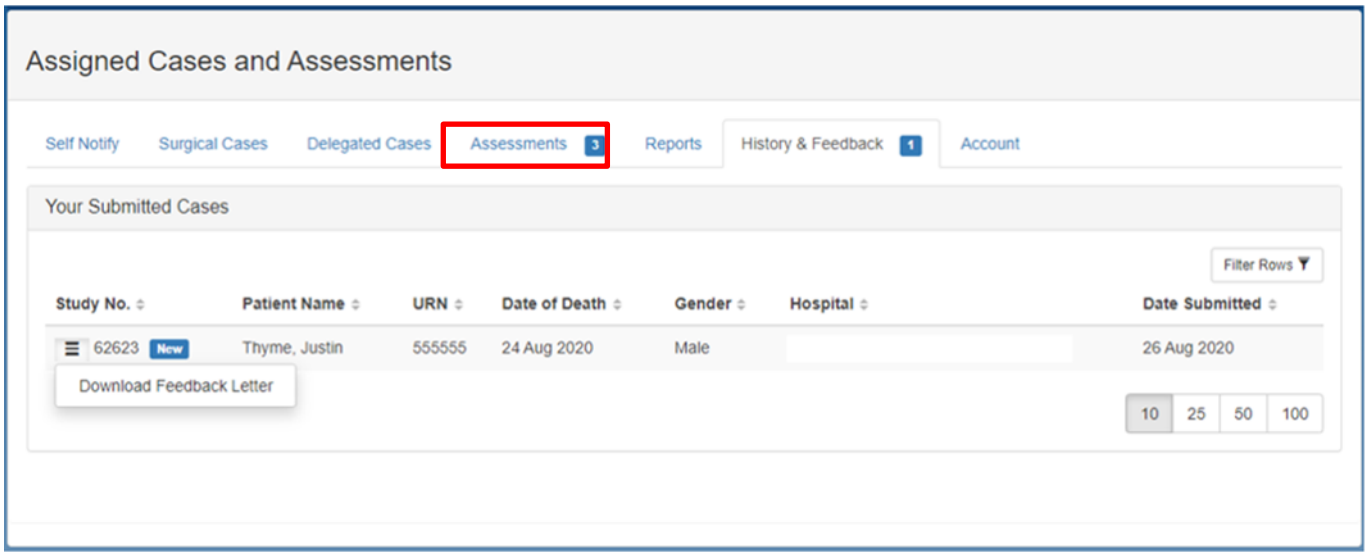
- When the delegate returns the SCF to you, the status will change to green ‘‘**Delegate Case Complete**”.
- Click the case to open it and review the SCF details. If you are happy with the details of the case, click the **Submit** button. You can edit any fields that you choose to.
- You will be prompted to agree that content is accurate before you can submit the case to the audit office.

7. First-line Assessments

How to view or edit a First-line Assessment?

Note: First-line Assessment cannot be delegated to a 3rd party for completion.

On the **Assessments** tab, click on the case you want to view or edit (see below).

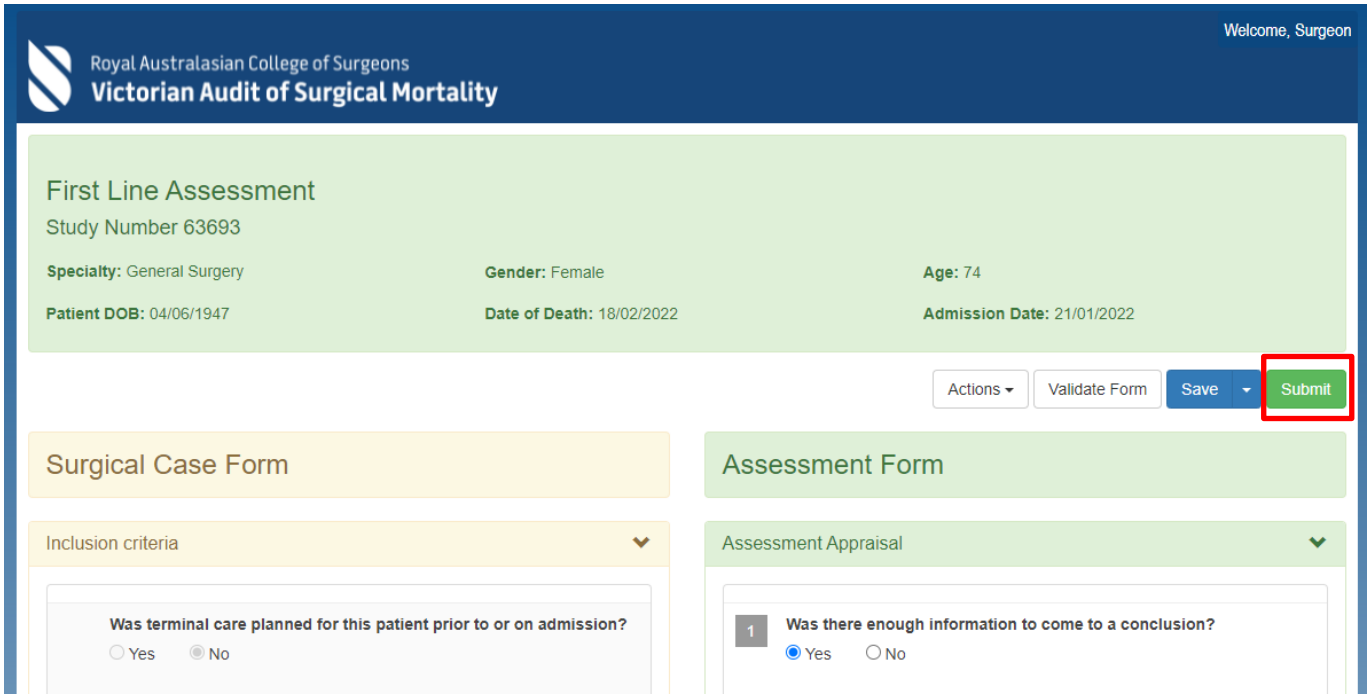


How to reject a First-line Assessment?

- Click on the case you want to reject.
- Select the **Actions** tab and then select **Reject assessment** (see below).
- State your reasons for rejecting the assessment.

How to submit a First-line Assessment?

- Complete the form (including a review of any incomplete fields)
- Select the **Submit** button (see below)

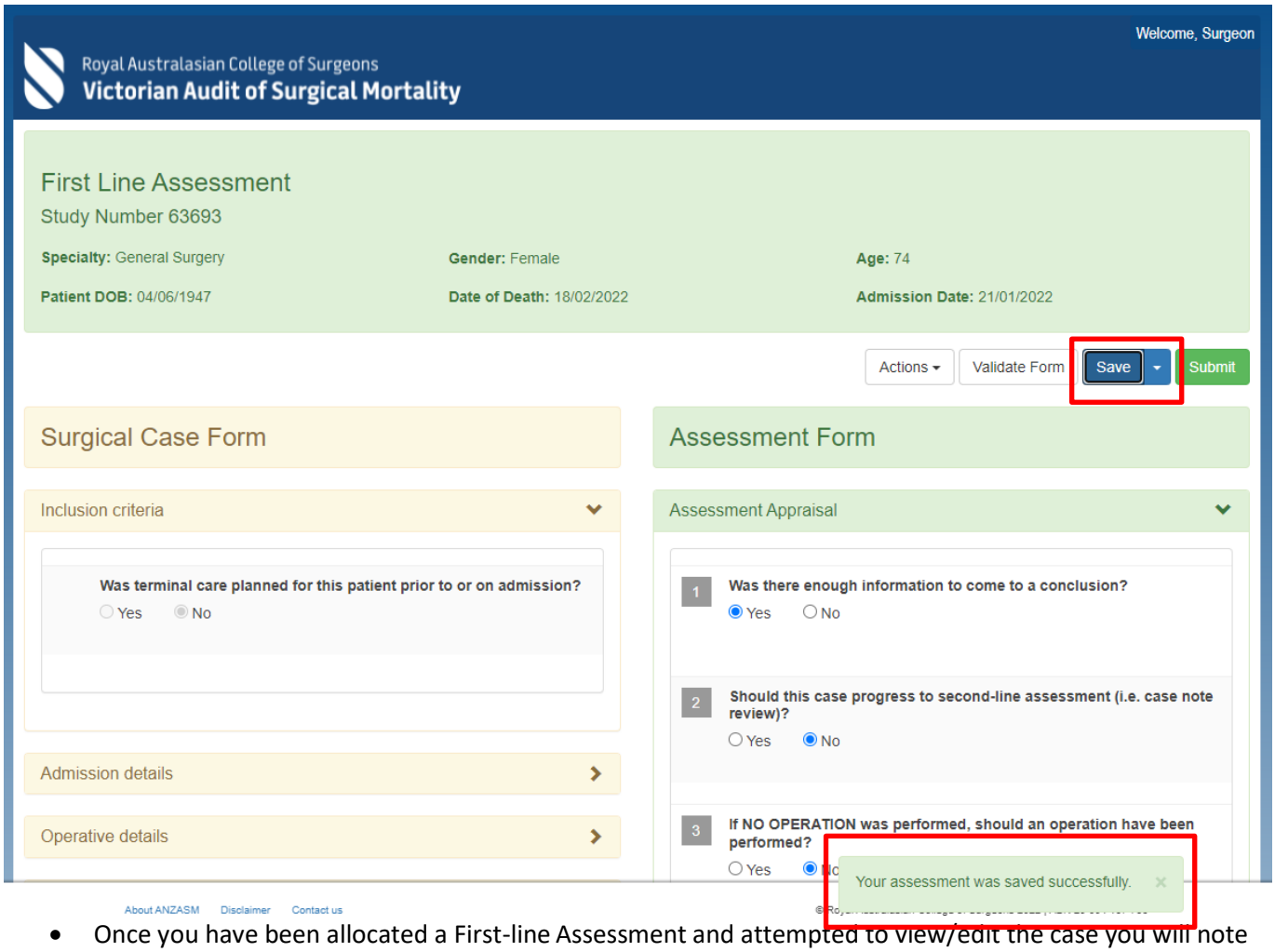


How to save (and edit) your First-line Assessment (for a later date)?

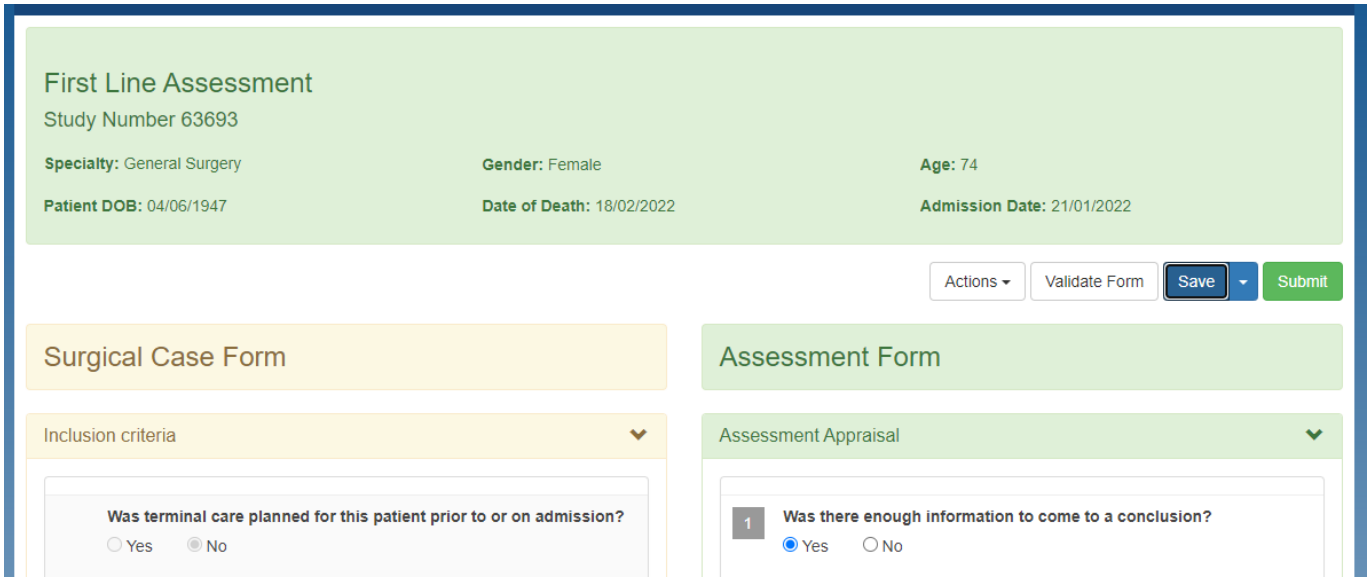
- Select the **Save** button (see below)

  Note: A prompt will appear at the bottom of the screen confirming that all data already entered has been saved.

- To save and close select the **Save** tab and select **Save and Close** (see below)



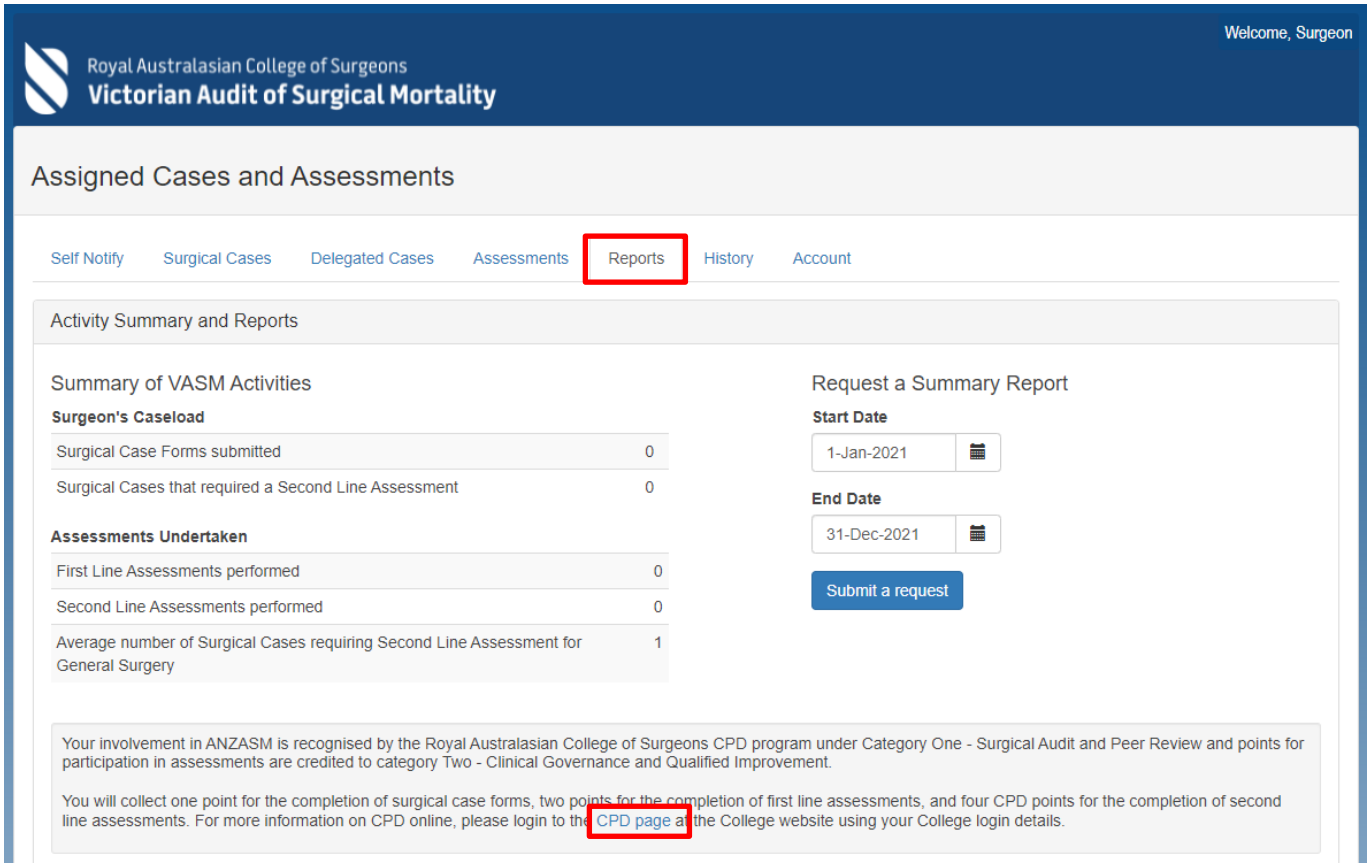
- Once you have been allocated a First-line Assessment and attempted to view/edit the case you will note that you have access to the relevant Surgical Case Form via the "**Surgical Case**" tab (illustrated below) which appears on the left-hand side of the screen. The "**First-line Assessment**" tabs to complete the FLA appears on the right-hand side of the screen.



8. Audit Activities, CPD Points & Progress Reports:

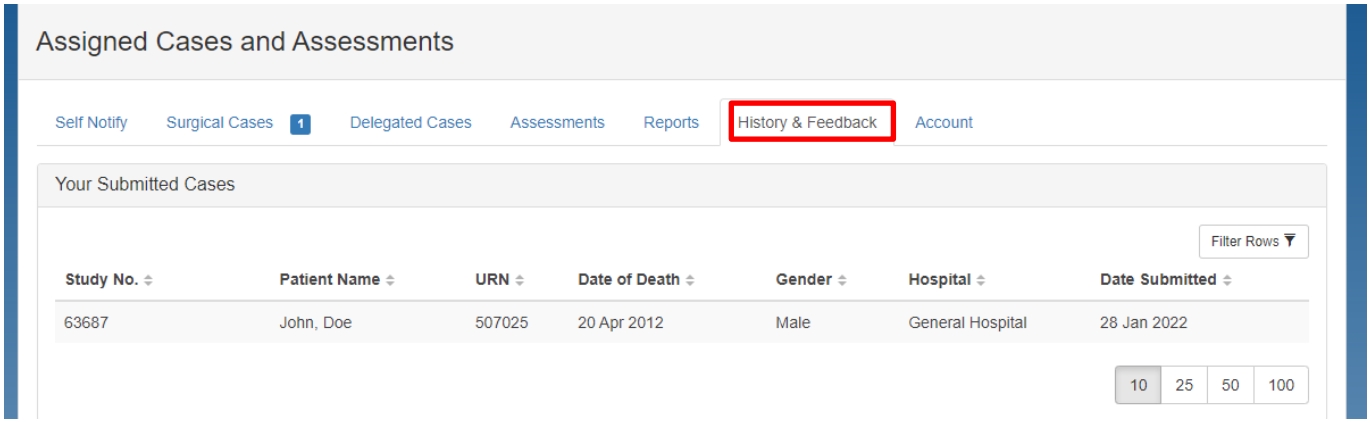
Users can view their audit activities i.e. how many Surgical Case Forms and First-line Assessments they have submitted to the audit office and how many of their cases were sent for Second-line Assessment (illustrated below).

Users are also able to access information regarding CPD points and generate a report outlining their progress within the audit (illustrated below).



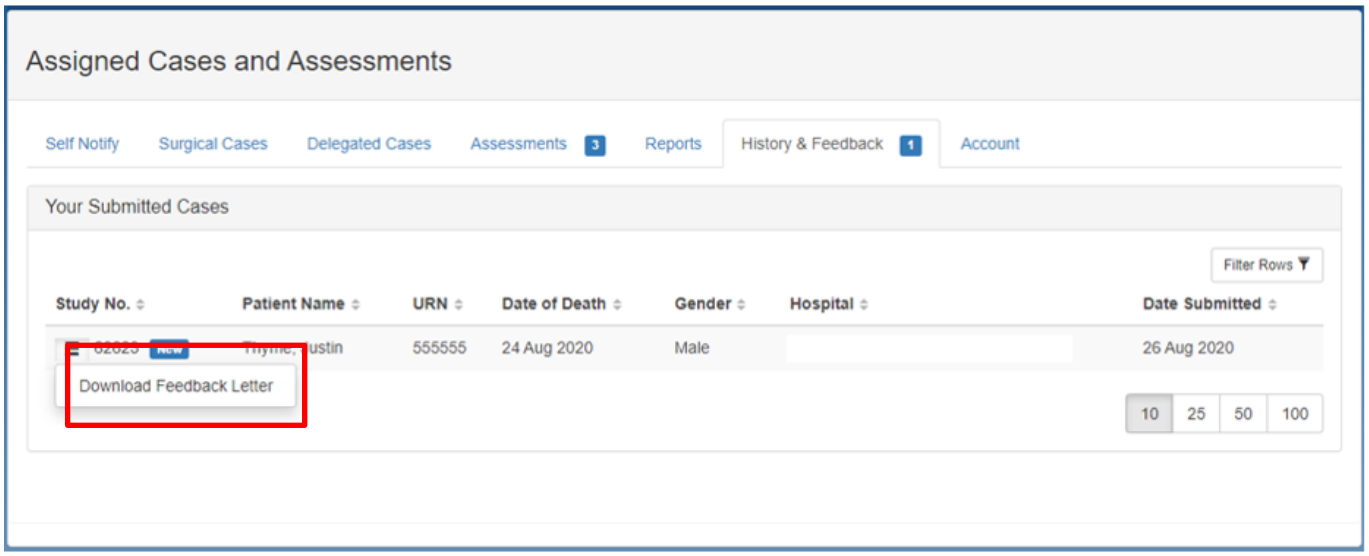
9. Downloading feedback letters:

The History & Feedback tab allows you to view your submitted cases and download feedback letters for cases that have completed the audit process. Note these cases can be view but not edited.



Feedback letters for assessments completed after XX-XXX-XXXX can be accessed with the following steps:

1. Cases with a feedback letter available will have a menu icon displayed on the left-hand side, clicking this icon will open a menu to download the feedback letter.



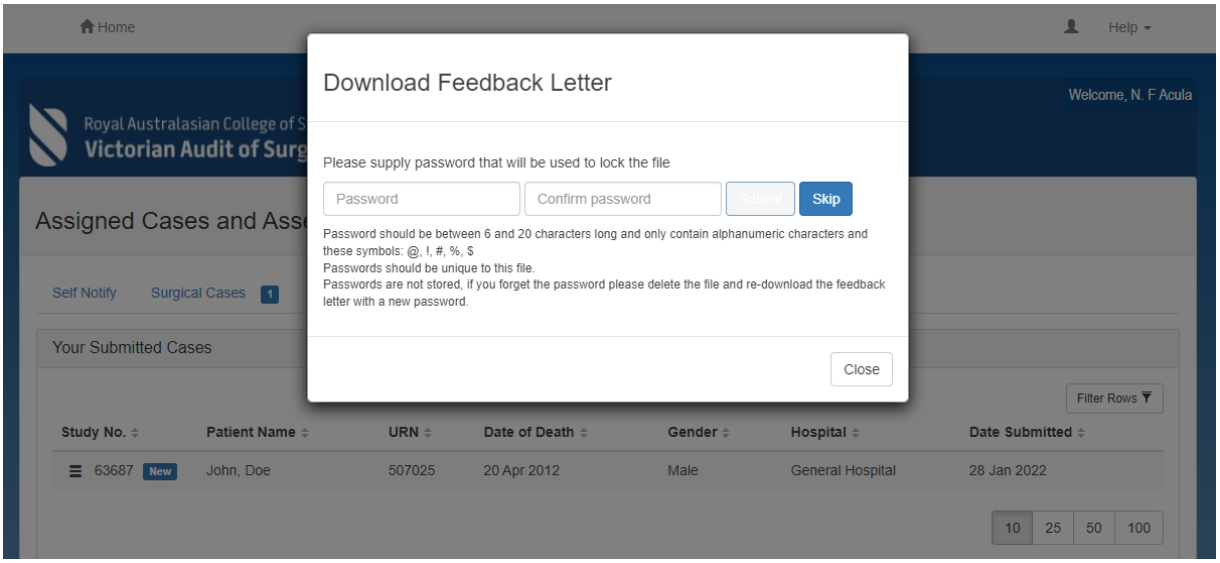
Alternately, you can click anywhere on the row to open and review the data you submitted. When you enter the case, there will be a button at the top to download the feedback letter.

2. A window will appear asking you provide a password. The submit button will become enables once a valid password is entered and confirmed. If you do not wish to add a password, you can move to the next step by clicking skip.

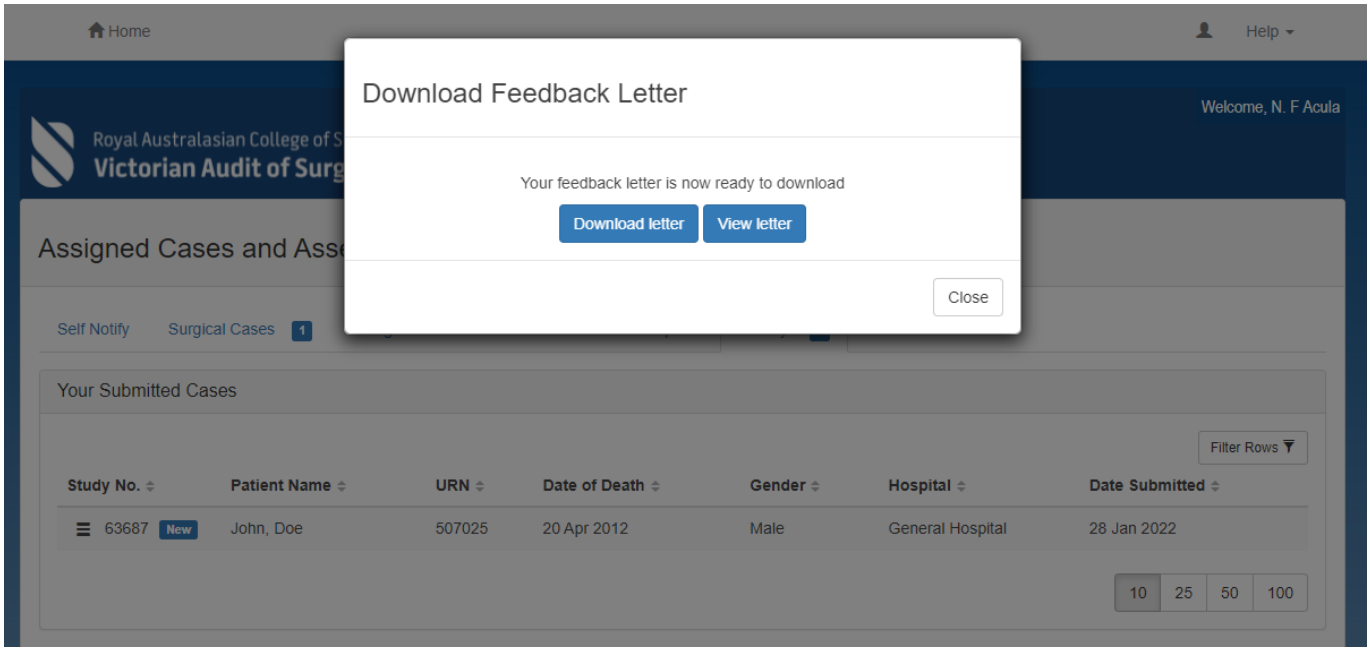
Note: It is strongly recommend that feedback letters be password protected when using shared devices to ensure private information remains confidential.

Note: The password is used to secure the feedback letter and will be required each time the feedback letter is opened. Do not use your Fellows Interface password as the feedback letter password.

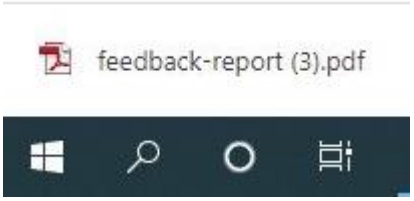
Passwords should be between 6 and 20 characters long, contain only alphanumeric characters and the symbols @, !, #, %, $ and should be unique to each feedback letter.



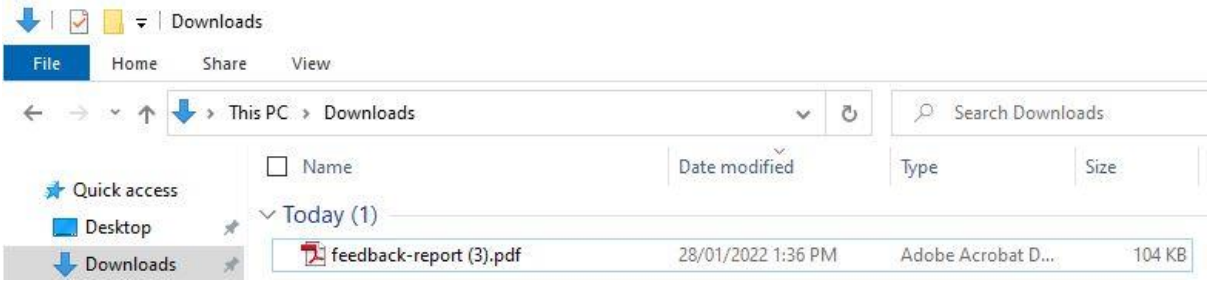
3. After a valid password has been submitted, the feedback letter will be generated, this may take a few seconds, once ready you can chose to either download the feedback letter or view it in browser.



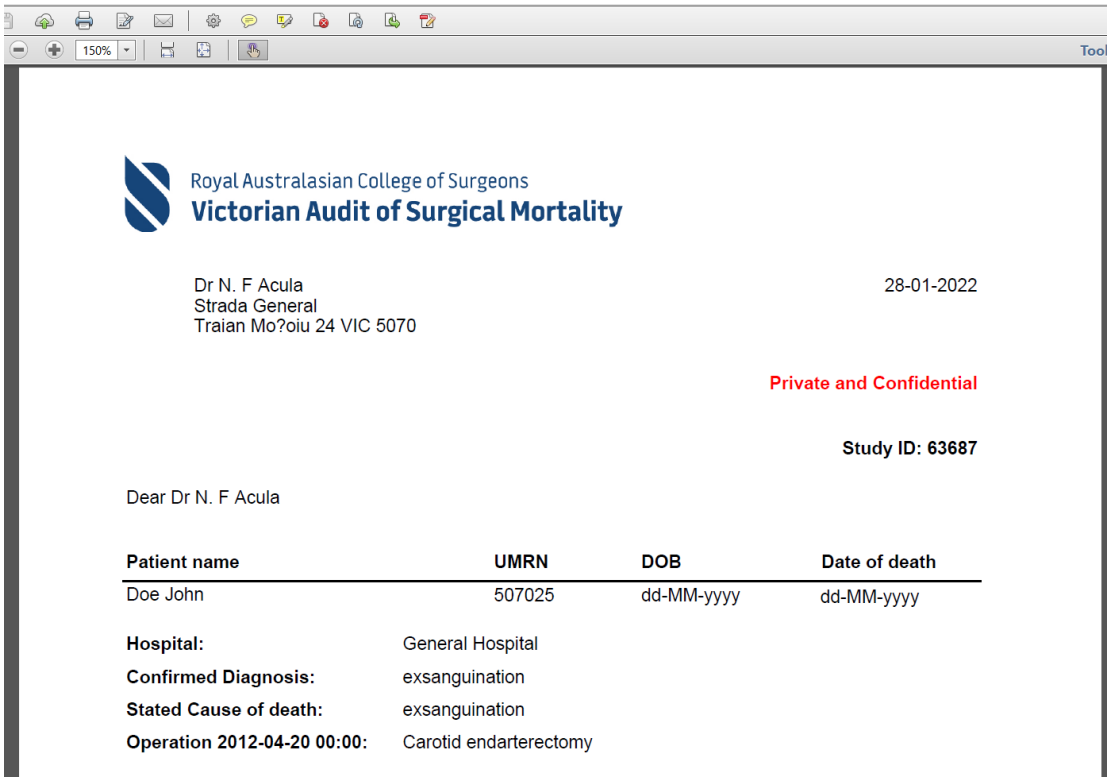
The feedback letter will be downloaded to your default downloads folder. Depending on which web browser you use, the download may appear in the bottom left hand corner of the screen.



4. Navigate to your downloads file location to open the file.

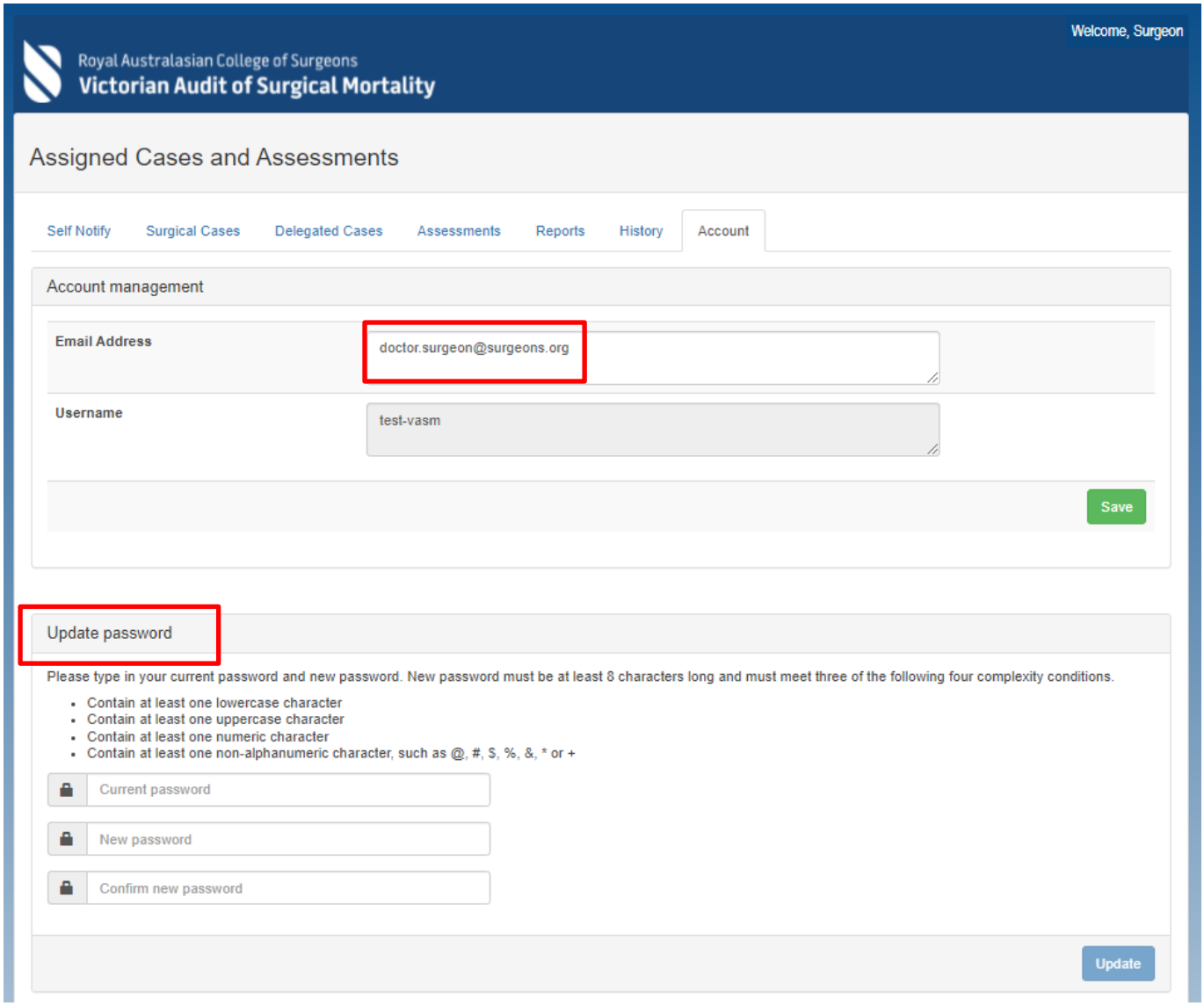


5. When opening the feedback letter you will be prompted to enter the password you set in step 3. Enter the password to gain access to the feedback letter.



10. Account

The account tab allows you to manage your account details. This includes updating your email address and password.



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