



# Online Portal User Manual

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## Logging in to your account

To log in to the BreastSurgANZ Quality Audit (BQA) online database go to <https://www.bqa.org.au> and enter your Email address and Password.

If you are a new user, you will need to change the temporary password given to you on your first log on. Your password choice must be a minimum of ten characters and include at least one uppercase letter, one lowercase letter, one number and one special character.

You may reset your forgotten password by clicking ‘Lost or forgot your password?’ link on the Log in page and follow the instruction sent to your email address registered with BQA.

### SURGEON SUMMARY

Once you are logged in, surgeon users will see the Breast Audit Surgeon Summary Page which includes a brief summary of your recorded cases, in total, as well as grouped by year for recent years. Note that LCIS cases are not yet displayed as a separate figure on the summary but will be included in the Total cases number.

### Summary of Data Collected

	Total Cases	Invasive Cases	DCIS Cases	Unknown Cases
Total	424	254	109	56
Year 2023	22	15	2	0
Year 2022	17	13	3	1
Year 2021	29	20	5	4

Surgical Procedures	Invasive	DCIS	Unknown
Complete local excision	86	40	3
Open biopsy	51	20	4
Reconstruction	17	4	0
Re-excision	33	10	2
Total mastectomy	61	21	1

### DATA MANAGER SUMMARY

Data managers will see a list of surgeon/hospital combinations that you have access to.

### Data Manager Summary

My Surgeons	Hospital	Total Cases	2022	2021	2020	Surgeon's Account Active
Mr. Test User	Royal Adelaide Hospital	23	4	9	2	✓
Dr. Test Account	Royal Adelaide Hospital	5		1	1	✓

The table above will only show surgeons who have data saved.

## Key performance indicators

For surgeon users, on the Surgeon Summary page, underneath the summary tables of your data in the system, are your personalised Key Performance Indicator (KPI) calculations.

	1	2	3	4	5	6	7	8
Key Performance Indicator (KPI)	KPI Description	Quality Threshold ?	My Practice Value ?	BQA Database Average ?	KPI Compliant ?	KPI Non-Compliant ?	Incomplete ?	
BCS Referred for RT	Percentage of invasive cases undergoing breast conserving surgery referred for radiotherapy ?	≥85%	50%	94%	3	3	39	
ER+ for hormone therapy	Percentage of oestrogen positive invasive cases referred for (adjuvant or neoadjuvant) hormonal therapy treatment	≥85%	40%	92%	2	3	59	
Axillary Surgery	Percentage of invasive cases undergoing axillary surgery	≥90%	86%	95%	32	5	32	
Node negative axillary clearance	Percentage of axillary clearance cases with zero positive nodes entered ?	≤5%	5%	13%	1	19	37	
High Risk with Mx for RT	Percentage of high-risk invasive cases undergoing mastectomy referred for radiotherapy ?	≥85%	50%	86%	1	1	44	

1. A list of **Key Performance Indicators**, based on current national breast cancer guidelines
2. A **description** of each KPI. Hover over the question mark icons to see further details such as definitions or exclusions.
3. **Quality Threshold** set by audit Steering Committee – your practice value should adhere to these thresholds. Note that some KPIs do not have set thresholds to meet.
4. Your **performance level** for each indicator. Values in red suggests practice value does not meet the Quality Threshold. Values in green indicate that you do meet the threshold.
5. Peers practice value shows the **average practice value** for all surgeons contributing to the BQA.
6. These numbers show how many cases are **meeting the criteria** for that KPI. Clicking these values will bring up a filtered ‘My Patients’ list of episodes that meet that particular KPI.
7. These numbers show how many cases are **not meeting the criteria** for that KPI. Clicking these values will bring up a filtered ‘My Patients’ list of episodes that meet that particular KPI.
8. Shows how many cases are **excluded** from each calculation due to missing data. If your calculation does not appear to reflect your current practice, it may be due to cases missing items necessary for this calculation. Again, you can click on the figure to see a list of cases that have been excluded.

### MEETING QUALITY THRESHOLD

The colour of your My Practice Value will indicate whether you have met the Quality threshold set by the BQA Committee for that KPI. A green colour indicates you have met the threshold. A red colour indicates you have not. If you have concerns about being below the threshold on any of the KPIs, please contact the BQA Helpdesk and we can get you in touch with a member of the BQA Committee to discuss.

Key Performance Indicator (KPI)	KPI Description	Quality Threshold ?	My Practice Value ?	My Peers Practice Value ?	KPI Compliant ?	KPI Non-Compliant ?	Incomplete ?
BCS for RT	Percentage of invasive cases undergoing breast conserving surgery referred for radiotherapy ?	≥85%	100%	94%	1	0	2
ER+ for hormone therapy	Percentage of oestrogen positive invasive cases referred for (adjuvant or neoadjuvant) hormonal therapy treatment	≥85%	50%	92%	1	1	6

**ADDED DETAIL**

Hovering over the question mark icon will provide further information about that KPI, such as exclusions or definitions of terms used in the description.

Key Performance Indicator (KPI)	KPI Description	Quality Threshold ?	My Practice Value ?	My Peers Practice Value ?	KPI Compliant ?	KPI Non-Compliant ?	Incomplete ?
BCS for RT	Percentage of invasive cases undergoing breast conserving surgery referred for radiotherapy ?	≥85%	100%	94%	1	0	2
ER+ for hormone therapy	Percentage of oestrogen positive invasive cases referred for (adjuvant or neoadjuvant) hormonal therapy treatment	≥85%	50%	92%	1	1	6
	Percentage of invasive cases undergoing						

**KPI TIME FILTER**

You can filter the KPI calculations by time period using the filter boxes above the KPI table.

By default, the table is filtered to cases with a diagnosis date from 01 January 2018 to the current date and cannot be altered to earlier than 2018.

**Diagnosis Date:**
**From:**

📅
**To:**

📅

Note that if you change a filter by typing into the date box rather than using the calendar functionality, you will need to click out of the date box to activate that filter. If your cursor is inside one of the date boxes, it will be highlighted.

If the date boxes look like the above, that is how your table is currently filtered. If it looks like the below, click outside of the date box to ensure that the selected filter is enabled.

**Diagnosis Date:**
**From:**

📅
**To:**

📅

Also note that even if you type a date earlier than 2018, the KPIs have been calculated in the background to only look at episodes from 2018 onwards so earlier cases will not be included.

**KPI EPISODE FILTER**

Any of the blue figures in the KPI table are clickable links that will lead to a filtered My Patients list. For example, if you have a large number of Incomplete cases for one of the KPIs, you can click on that number and it will show you a list of the patients with episodes that are missing the required information to calculate that KPI. You can then edit the episodes to add the missing information.

Key Performance Indicator (KPI)	KPI Description	Quality Threshold ?	My Practice Value ?	My Peers Practice Value ?	KPI Compliant ?	KPI Non-Compliant ?	Incomplete ?
BCS for RT	Percentage of invasive cases undergoing breast conserving surgery referred for radiotherapy ?	≥85%	100%	94%	1	0	2
ER+ for hormone therapy	Percentage of oestrogen positive invasive cases referred for (adjuvant or neoadjuvant) hormonal therapy treatment	≥85%	50%	92%	1	1	6
Axillary Surgery	Percentage of invasive cases undergoing axillary surgery	≥90%	83%	95%	5	1	5

## Navigation

The Navigation Menu is located on the top panel. Clicking on any menu item during data entry will close the case you are working on and navigate to that area of the interface.



1. This option will bring you back to the **Summary** screen (see [page 3](#)), which includes the KPI table (see [page 4](#)).
2. Click here to access a list of patients entered under your account. From the **My Patients** screen you can edit patient records, add new episodes to existing patients, or enter new patients (see [page 7](#)).
3. Click **My Hospitals** to add a hospital to your personalised hospital list shown during data entry (see [page 16](#)).
4. The **Help & Section** section contains general information on the BQA, including links to support materials and BQA Helpdesk.
5. The **Data Dictionary** option will open a PDF of the BQA data dictionary for reference in a separate tab of your browser.
6. The **My Account** section allows you to view and edit your user details, including changing your email address and password.
7. **Log out** of the system when your data entry is complete to keep your account secure.

For data managers, Option 1 is labelled Data Manager Summary, Option 3 is not available.

## My Patients

The My Patients screen shows an alphabetical listing of all your patient records entered into the audit.

### **ADD PATIENT**

To enter data for a **new patient**, enter the first three letters of the patient last name and their date of birth into the “Add” boxes and click Add Patient. Data managers will also need to select a surgeon to enter against.

To add a new patient enter first 3 letters of last name, DOB and click "Add Patient"

### **FIND PATIENT**

To find an **existing patient**, use the search box above the patient list (1). You can search using any criteria in the patient list. The example below is searching for “08-2022” to show any cases created or with a diagnosis date in August 2022.

Show 10 ▾ entries Search:

PatientId	DOB	Date Created	First Diagnosis	Episodes	View/Edit	Add	Delete
ABB-31121985	31-12-1985	15-09-2022	29-08-2022	1			
CCD-21061976	21-06-1976	23-09-2022	31-08-2022	1			

Showing 1 to 2 of 2 entries (filtered from 385 total entries) First Previous **1** Next Last

### **ADD EPISODE TO EXISTING PATIENT**

If a patient has bilateral synchronous breast cancer, develops cancer in the contralateral breast at a later time, or has a recurrence/second primary in the same breast three months after surgery with clear margins, click the “Add” icon (3) next to the existing patient record and enter data for the new treatment period.

### **EDIT OR ADD INFORMATION TO EXISTING EPISODE (including follow-up)**

To add information to an existing cancer episode for a patient (missing information or follow-up data for example), click “View/Edit” icon (2).

If the patient has a second primary or recurrence in the same breast less than three months after surgery, click “View/Edit” icon and include treatment under original episode.

When you click view/edit, a pop-up will show all current episodes of breast cancer in the database for that patient. Click on the edit button for the episode you want to edit.

### **DELETING DATA**

You can delete an entire patient record from the My Patients screen. Click on the “Delete” icon (4).

If you wish to delete a specific episode from the patient record but not all episodes, you will need to choose the “View/Edit (2), then click on the “Delete” option for the episode you want to delete in the pop-up list of episodes.

Be very careful when deleting data as once deleted, you will not be able to recover it.

## Data entry

The main data entry screen is a one-page scrolling screen that will show only the fields necessary to complete for the type of case you are entering. Questions displayed for entry will change depending on how you answer as you got through the dataset.

Notice the red asterisks. These indicate a **mandatory field**. An episode cannot be saved if these questions are blank.

Hovering your mouse over the **Help icons** will display a short definition and/or advice on how to answer this question.

The BQA Data Dictionary provides further information about each field and how to answer. Clicking on the Data Dictionary option in the navigation menu will open the data dictionary in a second tab of your browser so that you can refer to it without losing your place in data entry.

Data Set   Followups   Comments

### Patient Details

**Name: \***

**DOB: \***  
 **help**

**Gender: \***  
 Female  Male

**Indigenous Status: \***  
 Non-Indigenous  Indigenous  Unknown

**Postcode: \*** **mandatory**

**Private / Public: \***

### TO SAVE AND CLOSE

There is a save button at the bottom of the data entry screen. Once you have completed all data entry, click save, then click close. The system will warn you that you are closing the case and that anything you have entered prior to your last save will be lost. If you have not changed anything since the last save, click OK and the case will close.



Alternatively, if you choose an option on the navigation menu on the top of screen (e.g. My Patients), this will close the case and navigate to that section of the interface. Note that clicking on the navigation menu will not save the case so you must use the save button to save any actions performed on the case before exiting.

### UNDO

The Undo Changes button at the bottom of the screen will undo changes you have made to the case since the last save.



## Neoadjuvant therapy data

The Neoadjuvant section of the dataset only appears if you indicate that the breast cancer episode is invasive. If it is indicated that no neoadjuvant therapy was performed, all further neoadjuvant therapy questions are hidden.

If neoadjuvant therapy was performed, you will need to indicate which therapies were performed and then answer questions regarding the tumour prior to neoadjuvant therapy so that treatment effect can be determined when compared with the pathology section of the dataset.

### Neoadjuvant Therapy

Were neoadjuvant therapies performed?

Yes  No  Referred but not used

Neo Adjuvant Therapies:

	Radiotherapy <sup>?</sup>	Chemotherapy <sup>?</sup>	SERMs <sup>?</sup>	Ovarian Function Suppression <sup>?</sup>	Aromatase inhibitors <sup>?</sup>	Anti HER2 <sup>?</sup>	Immunotherapy <sup>?</sup>
Yes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Pre-neoadjuvant invasive tumour size (mm):

Enter tumour size (mm)

Pre-neoadjuvant total extent of lesion (mm)

Enter total extent of lesion (mm)

Histological Type of Tumour:

Select tumour type

Histological Grade of Tumour:

Select grade

## Surgical Procedure data

To add a surgical procedure to the breast cancer episode, click Add Surgical Procedure button (1). A separate section will open below with the surgery options (2). Some options require further specification. The example below shows the options if mastectomy is chosen. Choose as many procedures as need to be added for this breast cancer episode. Each one will appear above with a box to add the date of procedure (3). Once all dates have been entered, click Add (4) to add the procedures to this breast cancer episode. This will close the section with surgery options and the surgical procedures added will be listed under surgical events (5).

If there are no breast procedures or no axillary procedures associated with this breast cancer episode, tick the appropriate box under the Add Surgical Procedures button (6). In the below example, there was no axillary surgery. You can see the No Axillary Surgery box ticked and the Add Axillary Surgery Procedure options are disabled.

You can add a surgical event at any time, so if the patient had a later surgery, you can edit the breast cancer episode record and add this surgery to the record. You can also remove a particular surgery record from the breast cancer episode (7). Note that once a surgery record is added, you cannot edit the record, so if a surgery date was entered incorrectly, you will need to remove the surgery record and re-enter with the correct date.

### Surgical Events

**Surgical Events**

Type	Detail	Surgery Date	
Breast surgery	Open biopsy	21-04-2023	🗑️
Breast surgery	Total mastectomy - Simple Mastectomy	21-04-2023	🗑️

Add Surgical Procedure

No Breast Surgery
  No Axillary Surgery

Total Mastectomy - Simple Mastectomy

21-04-2023

🗑️
Remove

Open Biopsy

21-04-2023

🗑️
Remove

**Add Breast Surgery Procedure:**

Open Biopsy	
CLE ▶	
Re-excision ▶	
Total Mastec	Simple Mastectomy
Reconstruc	Nipple Sparing
Contralateral Breas	Skin Sparing

No Breast surgery

**Add Axillary Surgery Procedure:**

Sentinel Node Biopsy
Sampling
Axillary Clearance – Level 1
Axillary Clearance – Level 2
Axillary Clearance – Level 3
targeted Axillary Dissection

No Axillary surgery

Add

Cancel

Close

## Pathology data

The set of pathology questions shown during data entry is different for invasive, DCIS and LCIS tumours and also depending on whether neoadjuvant treatment was performed. Make sure to answer those earlier questions before getting to the pathology section.

For Invasive cases that have had neoadjuvant therapy, if there was a pathological complete response, tick the associated box and the tumour size will automatically be saved as '0' in the database. This will also remove any questions related to invasive tumour pathology from the dataset for this breast cancer episode. Note that the field can also legitimately have zero as an answer; however, if the field is answered as zero without ticking the box, the invasive tumour pathology questions will show.

### Invasive Pathology

Pathological invasive tumour size (mm)

 Pathological Complete Response

Similarly, if there is no DCIS tumour after neoadjuvant therapy for invasive cancer, enter zero in the residual DCIS tumour size question and you will not be asked further questions about DCIS pathology.

Residual DCIS tumour size (mm)

If no neoadjuvant therapy was performed for an invasive tumour, the pathology section will show invasive tumour size and total extent of lesion questions. Note that the total extent of lesion field should only be populated if there is a DCIS component that makes the total lesion larger than the invasive component (i.e. if there is a small invasive component within a large DCIS tumour), otherwise leave this field blank.

### Invasive Pathology

Pathological invasive tumour size (mm)

?

Total Extent of Lesion in mm (DCIS plus invasive carcinoma) (if greater than invasive tumour size):

For LCIS pathology, the BQA only collects further pathological information for pleomorphic tumours. Other LCIS subtypes will not be asked further questions.

### LCIS Pathology

LCIS Dominant Pattern:

LCIS Tumour Size (mm):

Number of lymph nodes examined:

LCIS Tumor: Distance to closest circumferential margin:

## Questions with multiple responses

Radiotherapy areas targeted and patient refused treatment questions can have multiple responses. After choosing a response, click in the box again to bring up the drop-down list of the remaining options for a subsequent response. You can add as many responses as required.

Note that ‘Areas targeted by radiotherapy’ will only appear if ‘Yes’ is answered to radiotherapy in either the adjuvant therapy or neoadjuvant therapy questions.

### Adjuvant Therapies:

	Radiotherapy	Chemotherapy	SERMs	Ovarian Function Suppression
Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Referred but not used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Area/s Targeted by Radiotherapy:

Breast ×
Axilla ×

|

Supraclavicular

Internal mammary chain

Chest Wall

## Follow up data entry

To add data regarding a follow-up appointment with a patient, select view/edit for that patient from the My patients list and click the edit episode button on the episode of breast cancer you want for this patient. Once you are in the data entry/edit screen, click on the Followups tab to move to the follow up section (1). Then click on the Add Followup button underneath the Followups table (2).

This will bring up the followup dataset underneath the table (1). Enter all the necessary information and click Add (2). The followup record will then appear in the table above (3).

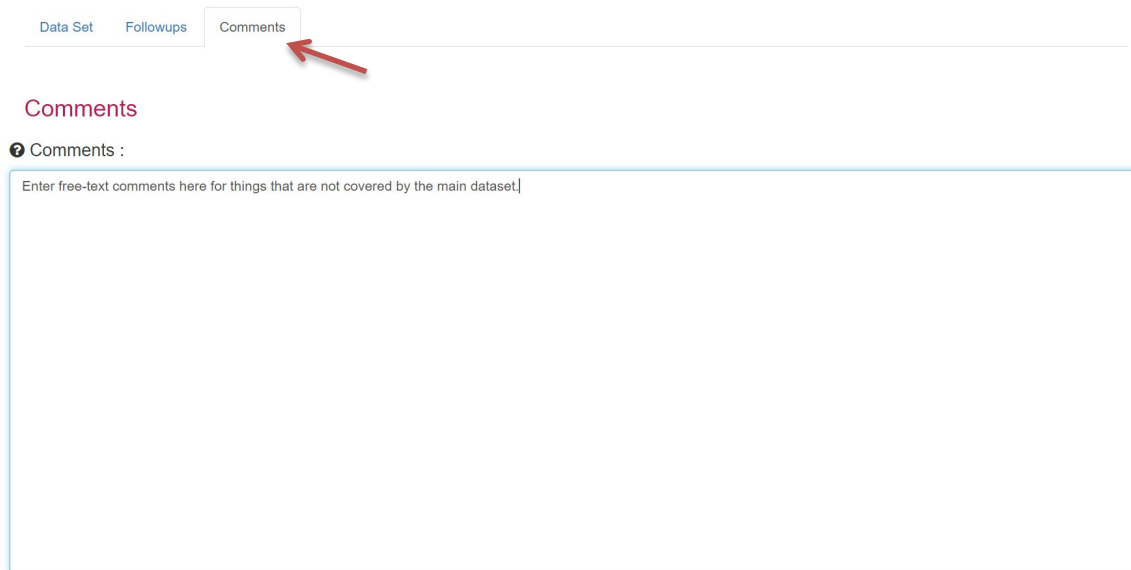
Date	Status	Clinical Exam	Mammogram	Ultrasound	Lymphoedema	Cosmetic	Next Appointment	
28-04-2023	Free of recurrence	Not done	Not done	No abnormality	None	Fair	28-07-2023	

## Adding a free-text comment

If you need to add extra information to a breast cancer episode that is not covered by the existing questions (e.g. something that may affect your ability to follow the associated KPI), then you can add a comment to the episode record.

Note that the comments section is inaccessible until the main data is saved. Once saved, you can access the comment section by clicking on the comments tab.

Unlike followups, comments is one long field rather than multiple records you can add to the episode. Type in as much information as you require and either click the save button at the bottom of the screen or click on a navigation menu item to save and close the episode.



The screenshot shows a navigation menu at the top with three tabs: 'Data Set', 'Followups', and 'Comments'. The 'Comments' tab is selected and highlighted with a red arrow. Below the tabs, the word 'Comments' is displayed in red. Underneath, there is a section labeled 'Comments :' with a small information icon. Below this is a large, empty text input field with a light blue border and a placeholder text that reads: 'Enter free-text comments here for things that are not covered by the main dataset!'.

## My Hospitals

During data entry, you will need to specify at which hospital a patient received their treatment using a drop-down list of hospitals in Australia and Aotearoa New Zealand. To personalise this list, only showing those hospitals where you operate, use the My Hospitals function of the online portal.

This function is not available for data managers as their accounts are set according to the signed data manager access request form. If changes are required, a data manager access amendment form must be completed.

### Hospitals

#### My hospitals

Show 10  entries Search:

Name	Suburb	State	Remove from my Hospitals
Alfred Hospital	Prahran	VIC	
Colac Area Health	Colac	VIC	

Showing 1 to 2 of 2 entries (filtered from 475 total entries) First Previous **1** Next Last

#### Hospitals not in my list

Show 10  entries Search:

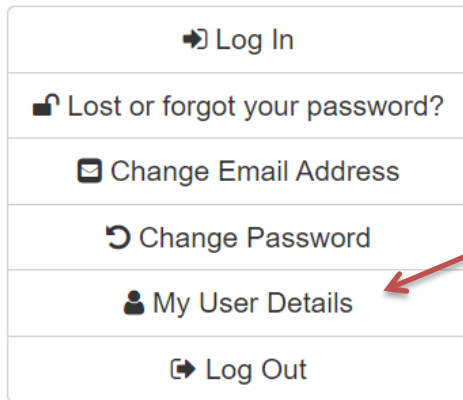
Name	Suburb	State	Add to my Hospitals
Abergeldie Hospital	Glen Osmond	SA	
Adori Day Clinic	Auburn	NSW	
Albany Hospital	Albany	WA	
Albury Base Hospital	Albury	NSW	
Albury Wodonga Private Hospital	Albury	NSW	
Alice Springs Hospital	Alice Springs	NT	
Allamanda Private Hospital	Southport	QLD	
Angaston and District Hospital	Angaston	SA	
Anglesea Procedure Centre	Hamilton	NZ	
Angliss Health Service	Ferntree Gully	VIC	

Showing 1 to 10 of 473 entries (filtered from 475 total entries) First Previous **1** 2 3 4 5 ... 48 Next Last

1. When you first go to My Hospitals you will see a list of hospitals entitled '**Hospitals not in my list**'. This is a list of all the hospitals currently available for data entry into the BQA database.
2. Use the **Search** box to search for your hospital. If your hospital is not listed, contact the audit helpdesk ([breast.audit@surgeons.org](mailto:breast.audit@surgeons.org)).
3. When you find the correct hospital, click **Add**. This will move the hospital into your own My Hospitals list.
4. **My Hospitals** lists all the hospitals that will appear in your drop-down hospital options during data entry.

## My Account

Clicking on the My Account option in the navigation menu will bring up the Account menu. From here, you can change the email address you use for the BQA (which is also your username for log in), change your password for log in, or access your user details. For surgeon accounts, the user details section also lists which data managers have access to your data through the interface (see below example).



↗ Log In  
 🔒 Lost or forgot your password?  
 ✉ Change Email Address  
 🔁 Change Password  
 👤 My User Details  
 ↘ Log Out

### My User Details

Username: \*

Given Name: \*

Surname: \*

Title: \*




### My Data Managers

Date Added	Data Manager's Name	Hospital	Date Rescinded
08-03-2022	Test Datamanager	Royal Adelaide Hospital	
08-03-2022	Test Datamanager	Alice Springs Hospital	



## Further support and contacts

The BreastSurgANZ Quality Audit is managed by the Morbidity Audits Department of the Research, Audit and Academic Surgery Division of the Royal Australasian College of Surgeons, under the direction and ownership of Breast Surgeons of Australia and New Zealand.

For further information or assistance, contact the helpdesk via the details below, or use the links on the Help & Support option of the navigation menu.

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