ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

Patron: H.R.H. The Prince of Wales



Third party delegation of cases - Delegates user guide.

The Audits of Surgical Mortality (ASM) have made enhancements to their online interface to allow Fellows to delegate their Surgical Case Forms (SCF)'s to third parties for completion. Once the delegate has completed the SCF it will be returned to the original case owner for review before it is submitted to the audit office.

- When a Fellow delegates a case to a third party they will receive an email. If the delegate has already registered with the audits the email will contain a link to the Delegates Interface (DI) asking them to log on to complete the SCF. If the delegate has not previously registered with audits they will receive a link to a registration page where they will be asked to enter their details.
- 2. When the delegate logs into the DI they will see a table containing their pending SCF's. To start a SCF, double click on the row.

Dele		Cases	BI-NAT	IONAL AU	DITS	ÖF SU	RGICA	Welcome, zic zi
Status	Study No.	Delegated date	Delegated by	Patient name	URN	Date of birth	Date of death	Hospital
•	35586	Aug 25 2015	Professor Hansen	Delegation test, 21/08/2	123456789	19/08/1976	01/08/2015	Albury Wodonga Health - Wodonga Cam
•	35481	Aug 25 2015	Professor Hansen	Test new, Test who	1234567899	68868832925	29/04/2015	Albury Wodonga Health - Wodonga Cam.

3. The SCF will open and you can begin entering the case details. As you answer each question, the section will expand and collapse based on which fields required an answer.

BI-NATIONAL AUDITS OF SURGICAL ME	Welcome, zxc zxc
Surgical Case Form	
Inclusion criteria	*
Was terminal care planned for this patient prior to or on admission?	
Admission details	>
Pre-Operative	>
Operative	>
Patient management	>
Trauma	>
Show errors Savo -	

	Welcome, zu
BI-NATIONAL AUDITS OF SURGICAL	MORIALITY
urgical Case Form	
nclusion criteria	•
Was terminal care planned for this patient prior to or on admission? Yes O No If yes describe the terminal condition	
If yes, was an operation performed on this terminal care patient? O Yes O No	
dmission details	
re-Operative	
Operative	
atient management	
[rauma	

4. At any point you can save your progress by clicking on the save button at the bottom of the screen. You can also discard your progress by clicking on the arrow and choosing the close option.

BI-NATIONAL AUDITS OF SURGICAL	ORFALITY
Irgical Case Form	
nclusion criteria	
Was ferminal care planned for this patient prior to or on admission? $$\bigcirc$$ Ves $$\bigcirc$$ No	
dmission details	
re-Operative	3
perative	;
atient management	:
rauma	:
show errors Save -	
Save & Close	
Close	

5. To view which questions are still awaiting responses click the show error button.

BI-NATIONAL AUDITS OF SURGICAL MO	Welcome, zxc zxc REALTTY
Surgical Case Form	
Inclusion criteria	*
Was terminal care planned for this patient prior to or on admission? O Yes O No	
Admission details	>
Pre-Operative	>
Operative	>
Patient management	>
Trauma	>
show mos Savo -	

6. A popup will inform you which questions are still awaiting responses and allow you to navigate to them.



7. Once all the required sections are complete the "show errors" button will change to a "Submit" button and you can submit the case.

VASM	BI-NATIONAL AUDITS OF SURGIC	AL MORTALITY
Surgical Case Form		
Inclusion criteria		>
Admission details		>
Pre-Operative		>
Operative		>
Patient management		>
Transm		>
Submit \$	ave -	