

# ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

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



## Third party delegation of cases – Fellows user guide

The Fellows interface has been enhanced to enable users to delegate their own Surgical Case Form's (SCF)'s to a third party 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.

1. To Delegate a SCF highlight the case to be delegated in the "Pending Surgical Case Forms" table. Then click the delegate case button.

The screenshot shows the VASM web interface. At the top, there is a header with the VASM logo and the text 'BI-NATIONAL AUDITS OF SURGICAL MORTALITY'. Below the header, there is a navigation bar with 'Help', 'Summary Page', and 'UAT v4.4.0'. The main content area is titled 'Case Generation' and includes a 'Create New Case' button and a 'User guide' link. Below this is a table titled 'Pending Surgical Case Forms:' with columns for Status, Study No., Case Speciality, Patient Name, URN, Date of Birth, Date of Death, Gender, and Hospital. The table contains several rows of data, with the last row (Study No. 35574) highlighted in blue. Below the table, there are buttons for 'View / Edit Case', 'Delegate Case' (circled in red), 'New', 'Incomplete', 'Ready for submission', 'Submit Case', and 'Reject Case'. Below the 'Pending Surgical Case Forms' table is another table titled 'Delegated Surgical Case Forms:' with columns for Status, Study No., Delegated date, Delegated to, Patient Name, URN, Date of Birth, Date of Death, and Hospital. This table is currently empty. At the bottom, there are buttons for 'View Case', 'Recall Case', 'New', 'Incomplete', 'Ready for submission', 'Delegate not registered', and 'Submit Case'.

Note: SCF's can also be delegated after self-generating notifications of death, to see how this is done, check the Self-generated notifications of death user guide.

2. Enter the email address of the person you wish to delegate the SCF to and accept the terms and conditions.

The screenshot shows the VASM web interface with a 'Delegate case' dialog box open. The dialog box has a title bar that says 'Delegate case'. Inside the dialog box, there is a text area that says 'The Study No. for the case is: 35574'. Below this, there is a text area that says 'Please read the Terms and Conditions before assigning the case'. Below that, there is a checkbox that says 'I accept the terms and conditions of delegating a case'. Below the checkbox, there is a text area that says 'Please enter the email address of the trainee you would like to delegate this case to'. Below the text area, there is a text input field for 'Email address'. Below the input field, there are three buttons: 'Terms and Conditions', 'Delegate Case', and 'Cancel'. The background of the web interface is partially visible, showing the 'Pending Surgical Case Forms' table and the 'Delegate Case' button.

Note: Users cannot delegate cases to other Fellows. If you believe a case has been inappropriately assigned to you and you believe it should be given to another fellow, click the Reject Case button instead.

- 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.

Summary Page UAT v4.4.0

Case Generation

Create New Case User guide

Pending Surgical Case Forms:

Status	Study No.	Case Speciality	Delegator Name	URN	Date of Birth	Date of Death	Gender	Hospital
	35417	Cardiothoracic	self report...	123456	01/01/1901	23/03/2015	Male	Albury Wodonga Health - Alb...
	35418	Cardiothoracic	self report...	123456	02/01/1901	23/03/2015	Male	Albury Wodonga Health - Alb...
	35421	Cardiothoracic	Audit staff, Test	123456	01/01/1901	23/03/2015	Male	Albury Wodonga Health - Alb...
	35440	Cardiothoracic	Duncan, Woodroof	123456	01/01/1989	01/04/2015	Male	Albury Wodonga Health - Alb...

Create a new delegate

This email address is not currently registered. Please confirm the email address to create a new delegate.

delegate@setraimes.com

Confirm email address

Submit Case Reject Case

Cancel Delegate

- Once a SCF has been delegated it will appear in the “Delegated Surgical Cases” table.

Summary Page UAT v4.4.0

Case Generation

Create New Case User guide

Pending Surgical Case Forms:

Status	Study No.	Case Speciality	Delegator Name	URN	Date of Birth	Date of Death	Gender	Hospital
	35417	Cardiothoracic	self report...	123456	01/01/1901	23/03/2015	Male	Albury Wodonga Health - Alb...
	35418	Cardiothoracic	self report...	123456	02/01/1901	23/03/2015	Male	Albury Wodonga Health - Alb...
	35421	Cardiothoracic	Audit staff, Test	123456	01/01/1901	23/03/2015	Male	Albury Wodonga Health - Alb...
	35440	Cardiothoracic	Duncan, Woodroof	123456	01/01/1989	01/04/2015	Male	Albury Wodonga Health - Alb...

View / Edit Case Delegate Case New Incomplete Ready for submission Submit Case Reject Case

Submitted Surgical Case Forms

Delegated Surgical Case Forms:

Status	Study No.	Delegated	Delegated to	Patient Name	URN	Date of Birth	Date of Death	Hospital
	35574	25/08/2015	delegate@setr...	delegation, test	123456789	03/09/1964	18/08/2015	Albury Wodonga Health - Alb...
	35586	25/08/2015	zxc, zxc	Delegation te...	123456789	19/09/1976	01/08/2015	Albury Wodonga Health - Wo...
	35481	25/08/2015	zxc, zxc	Test new, Tes...	123456789...	02/07/1925	29/04/2015	Albury Wodonga Health - Wo...

View Case Recall Case New Incomplete Ready for submission Delegate not registered Submit Case

Note: There are four colour codes indicating a cases status:

- Purple indicates that the case has been delegated to a registered delegate and is awaiting completion.
- Red indicates that a delegate has begun completing a case but has not yet submitted it for approval.
- Green indicates that a case has been completed by a delegate and is waiting for your approval before being submitted to the audit office.
- Yellow indicates that a case has been delegated to someone who is not currently registered with the audit.

- If a case has been delegate inappropriately you can recall the case by clicking the Recall case button. Recalled cases can be delegated to a new user.

Delegated Surgical Case Forms:

Status	Study No.	Delegated	Delegated to	Patient Name	URN	Date of Birth	Date of Death	Hospital
	35574	25/08/2015	delegate@setr...	delegation, test	123456789	03/09/1964	18/08/2015	Albury Wodonga Health - Alb...
	35586	25/08/2015	zxc, zxc	Delegation te...	123456789	19/09/1976	01/08/2015	Albury Wodonga Health - Wo...
	35481	25/08/2015	zxc, zxc	Test new, Tes...	123456789...	02/07/1925	29/04/2015	Albury Wodonga Health - Wo...

View Case Recall Case New Incomplete Ready for submission Delegate not registered Submit Case

6. When the delegate returns the SCF to you the status with change to green "Ready for submission". Click the "View Case" button and review the SCF details. If you are happy with the details of the case click the "Submit Case" button. You will be prompted to agree that content is accurate.

Delegated Surgical Case Forms:

Status	Study No.	Delegated	Delegated to	Patient Name	URN	Date of Birth	Date of Death	Hospital
	35574	25/08/2015	delegate@seil	delegation, test	123456789	03/08/1984	18/08/2015	Albury Wodonga Health - Alb...
	35586	25/08/2015	zxc, zxc	Delegation te...	123456789	19/08/1976	01/08/2015	Albury Wodonga Health - Wo...
	35481	25/08/2015	zxc, zxc	Test new, Tes...	123456789...	02/07/1925	29/04/2015	Albury Wodonga Health - Wo...

View Case Recall Case New Incomplete Ready for submission Delegate not registered **Submit Case**

- 7.

**Submit delegated case** [X]

Are you sure you want to submit this delegated case?

I agree that the content of this form is accurate

Submit View case Cancel