Audits of Surgical Mortality
ONLINE USER GUIDE
Contacts

If you have any questions regarding the online audits of surgical mortality, please call or email your audit office.

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1 Logging on to the Fellows’ Interface:

Directly:

- Go to https://asm.surgeons.org/mortalityaudit/
- Enter your username and password provided by the audit office in the ‘ANZASM credentials’ section.
- Alternatively you can click on the ‘login with RACS credentials’ button to use your RACS username (email) and password provided by the College.

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 username 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. Using 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 “Assigned Cases and Assessments” page with will show the following:

• Self-notify
• Surgical Cases
• Delegated Cases
• Assessments
• Reports
• History
3. 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)

- To self-generate a notification of death (NOD) via Fellows’ Interface login into the interface using your username and password and then click on **Self Notify**.

- 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 **Validate**.
• Once you have populated all of the mandatory fields select the **Save** button.

![Image of the interface with a notification of death form](image1)

• 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 **Delegate the Surgical Case** to delegate this case for completion ([See page 11](#)).

• 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.

![Image of the interface with a form validation errors](image2)
• Alternatively, if the user selects **Save and close** the case will appear on the interface summary page.

![Assigned Cases and Assessments](image1)

• 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.

![Surgical Case Form](image2)
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 menu icon (⋮) for the case you want to reject.
- Select Reject (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)
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)

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5. **View a summary of all your submitted SCFs:**

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

*Note: The “submitted” Surgical Case Forms can be viewed but not edited.*
6. Delegate a surgical case form:

The Fellows' Interface has been enhanced to enable Consultants to delegate their own surgical case forms to a registrar or trainee 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 menu icon (⋮) for the case you want to delegate in the pending surgical case forms field.
• Select Delegate (see below).

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 case statuses for delegated cases:*

- **Delegate Case Pending** indicates that the case has been delegated to a 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 menu icon (⋮) and clicking the **Recall** button. Recalled cases can then be reassigned to an alternative 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).

![Assessments tab](image1.png)

How to reject a First-line Assessment?

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

![Assessments tab](image2.png)

How to submit a First-line Assessment?

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

![Assessments tab](image3.png)
How to save 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)

  ![Image of the save button](image1)

  ![Image of the save and close button](image2)

- 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**" tab to complete the FLA appears on the right hand side of the screen.
8. Audit Activities, CPD Points & Progress Reports:

Users are able to 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).