Contact us

National Breast Cancer (NBCA) Audit Help Desk

Phone: +61 8 8363 7513
E-mail: college.breast.audit@surgeons.org
Web: www.surgeons.org/nbca
Postal: PO Box 553, Stepney SA 5069
Online database: https://www.collegeba.org

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The NBCA team

Professor Guy Maddern
ASERNIP-S Surgical Director

Dr Wendy Babidge
Director, Research, Audit and Academic Surgery Division

Mr James Kollias
Chair, Section of Breast Surgery

Ms Claire Marsh
Morbidity Audits Manager

Dr Primali De Silva
Senior Research Officer

Ms Louise Kennedy
Data Administrator

Ms Peta Conor
Research Officer

Ms Jenna Turner
Research Officer

Australian Safety and Efficacy Register of New Intervenional Procedures- Surgical (ASERNIP-S)
Research, Audit and Academic Surgery Division
Royal Australasian College of Surgeons
Stepney
South Australia 5069

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Welcome to the National Breast Cancer Audit

Thank you for choosing to enter your data for the surgical treatment of early breast cancer into the National Breast Cancer Audit (NBCA). All surgeons performing surgery for early breast cancer in Australia and New Zealand are strongly encouraged to enter their data directly using the online database.

The NBCA team has gone to great efforts to streamline the NBCA online database, making it easier and faster for surgeons and data entry clerks to enter and update their breast cancer cases. These efforts include the introduction of the new minimum dataset to the online database and the production of this handbook. We envisage this handbook as a training guide for surgeons to use when showing their data entry clerks, secretaries or nursing staff how to correctly use the NBCA online database. We hope that this handbook will be a valuable resource and will help to maintain a high standard of data quality in the NBCA database.

The Breast Section Executive aims to make the audit relevant to the needs of all practising breast cancer surgeons. Surgeons can review their practice, see their reports, download their data and compare their results with predetermined quality thresholds (benchmarks) for several key performance indicators. We hope to ensure that the data collection and reports meet the needs of all Australian and New Zealand breast surgeons and reflect current practice, and to this end your comments are invited. Any comments should be made using the information in the Contact us section.

Best wishes

James Kollias FRACS
Clinical Director - National Breast Cancer Audit
Chair of Breast Section
Royal Australasian College of Surgeons
Logging into your NBCA account

- To log-in to the NBCA online database go to https://www.collegeba.org and enter your User ID and Password. If you do not have a User ID and Password please contact the NBCA Help Desk to be issued with your log-in details.

- Once you are logged-in, you will see the Breast Audit Surgeon Summary Table (pictured below) which gives a brief summary of your recorded cases as well as your threshold values. Calculating your threshold values is covered on page 7 of this handbook.

Outline below is a key for each of the items on the Breast Audit Surgeon Summary Page.

1. **Total Cases** - Invasive cases, In situ cases and unknown cases.
2. **Surgical Procedures** - summary of all surgical procedures recorded.
3. **Therapy** - summary of adjuvant therapies referred or prescribed.
4. **Thresholds** - the Key Performance Indicators (KPIs).
5. **Practice Value** - based on the treatment of your recorded cases.
6. **Quality Threshold** - the set quality threshold level for each KPI.
7. **Number of Cases** - included in the analysis for the threshold calculation.
Navigating the NBCA online database

- To navigate to the main menu page, select **My Breast Audit Patients** on the left-hand blue menu.
- You will be taken to a page which looks like the one pictured below. From here you are able to enter new cases and review your existing cases.

Outlined below is a key for each of the items on the **My Breast Audit Patients** Page.

1. **My Breast Audit Patients** - use this link to navigate to this page from any other page in the database.
2. **My Reports** - this link will lead you to analyses of your cases. You can also export your data to Microsoft Excel for personal analysis using this link.
3. **My Hospitals** - this link takes you to a list of all of the hospitals/clinics you use.
4. **News** - regular updates are posted here by the NBCA team.
5. **My User Details** - here you can change your user password.
6. **My Breast Surgery Summary** - this link will take you to your KPI analyses.
7. **Contact us** - contact information for the NBCA Help Desk.
8. **Your National Breast Cancer Audit patients.**
9. **Incomplete case notification** - the red cross indicates cases that have missing information.
10. **Fields for entering a new patient.**
11. **Fields for finding an existing case.**
Entering your hospitals

Before you are able to enter your first case into the NBCA you will need to create a list of the hospitals or clinics at which you will be practicing.

- Click on the My Hospitals link found on the toolbar menu on the left-hand side of the page. This will take you to a new page.
- Search for your hospitals on the right-hand panel under All Hospitals. When you find the one you are looking for click Add.
- You will now see your hospital on the left-hand panel under My Hospitals.
- When you enter a new case your selected hospitals will appear in a drop-down box on the data entry screen.
- You can now start entering cases.

Entering a new case

- Navigate to the My Breast Audit Patients page using the link on the toolbar menu on the left-hand side of the page.
- In the fields found at the top of the table enter the first three letters of the patient’s last name, their date of birth and then click on Add Patient.
- A page will appear giving you the choice to use either the minimum dataset (short form) or the full dataset (long form).

- Select the data format you would like to use and enter the case information.
- The minimum dataset consists of only the essential fields for calculating your performance thresholds, and appears as a single screen. All data fields need to be filled in to be considered complete*.
- The full dataset consists of a number of screens for entering all of the fields in the NBCA database. You must remember to save as you move between the screens.
- If you come across any difficulties, refer to the NBCA data dictionary (available through the NBCA website - see page 8) or contact the NBCA Help Desk.

* Except for neo-adjuvant therapies and total extent of lesion.
Incomplete cases

- Once you have finished entering your case, save and close the case. If there is missing information in your report that is part of the minimum requirements for calculating your performance thresholds, a warning box will appear alerting you to the data fields required to complete the case. An example is below.

![Warning Box Example]

- Please note that blank fields are not assumed to be considered as ‘no’ or ‘0’. Each field requires a value to be considered complete.

Accessing your reports

The main objective of the NBCA is to provide a self-monitoring assessment tool for surgeons to use to evaluate their own surgical practice.

- To access analyses of your dataset go to the My Reports tab in the toolbar menu on the left-hand side of the page.
- A list of reports will appear. Select the report you wish to view in PDF format and click View Report.
- If you wish to export all of your data to Excel for personal analyses click Export My Data to Excel, which will open up an Excel spread workbook containing all of your NBCA cases.
- In the Excel workbook you will see your data divided across a number of tabs found at the bottom of the workbook.
Calculating thresholds and practice values

The threshold analysis shows a summary of your practice value with respect to the four quality threshold levels that have been established as Key Performance Indicators. The four Quality Thresholds are:

1. Percentage of invasive tumours treated with breast conserving surgery that were referred for or prescribed radiotherapy ≥ 85%.

2. The percentage of patients referred or prescribed hormonal treatment for oestro positive invasive tumours ≥ 85%.

3. Percentage of cases undergoing axillary surgery for invasive cancer ≥ 90%.

4. Percentage of cases not undergoing axillary surgery for DCIS which underwent breast conserving surgery ≥ 90%.

Calculating your Practice Values:

- Non-valid data is excluded i.e. cases with missing essential data fields.
- Included cases are identified based on the definition of each thresholds. For example, in Threshold 4, all invasive cases and mastectomy cases are excluded.

\[
\text{Practice level} = \frac{\text{Number of cases treated according to the quality threshold}}{\text{Total number of cases considered for the quality threshold analysis}}
\]
Useful links

- The NBCA online database: https://www.collegeba.org

- Copies of this handbook, NBCA data dictionary, data entry forms, consent forms, newsletters, data security policy, reports and results can be found on the NBCA web-site: http://www.surgeons.org/nbca

- ASERNIP-S website: http://www.surgeons.org/asernip-s

- The Royal Australasian College of Surgeons: http://www.surgeons.org


- Breast Cancer Network Australia: http://www.bcna.org.au

- National Breast and Ovarian Cancer Centre: http://www.nbcc.org.au

- National Breast Cancer Foundation: https://www.nbcf.org.au

- The ASERNIP-S privacy policy is available at: http://www.surgeons.org/asernip-s/privacypolicy