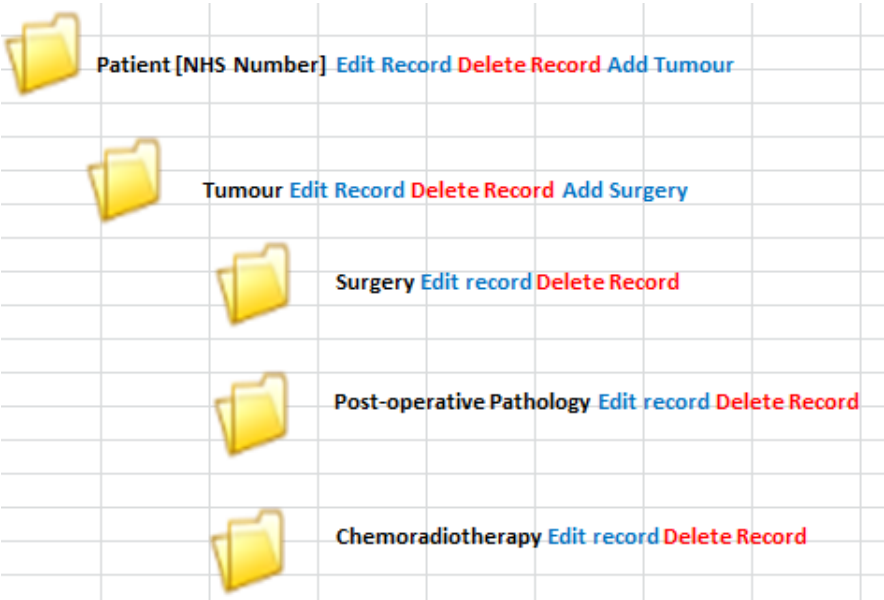


**National Bowel Cancer Audit (NBCA)
Frequently Asked Questions (FAQs)
Clinical Audit Platform (CAP)**



Question	Answer
<p>How do I register for and access the NBOCA data collection system?</p>	<p>In order to access the clinical audit platform, all users are required to register and attain approval from their Caldicott Guardian;</p> <ol style="list-style-type: none"> 1) Each user must follow the link to https://clinicalaudit.hscic.gov.uk to register for a Single Sign On (SSO) account 2) Complete the registration form (available from User Documents section of the website: http://www.digital.nhs.uk/bowel with each users details and send to your Caldicott Guardian for approval 3) Your Caldicott Guardian will need to complete their section then submit to enquiries@nhsdigital.nhs.uk 4) Each user will receive an email confirmation once access to the NBOCA system has been granted to their SSO account 5) Each user can then follow the link (https://clinicalaudit.hscic.gov.uk/nboca) to log into the system using their SSO account details created in Step 1.
<p>The registration form is asking for my hospital code – what code should I enter?</p>	<p>You can access the list of Trust and Hospital codes from the Organisation Data Service; http://odsportal.hscic.gov.uk/ You can search by name, address or postcode: enter NHS Trust or NHS Trust Site into the drop down box then type in your organisation’s data into one of the fields.</p>
<p>What should I do if I cannot remember my username or password?</p>	<p>Follow the link to the log in screen: https://clinicalaudit.hscic.gov.uk/nboca Then select Sign In, Forgotten Details, then enter your email address and select the box for Reset my Password and/or Send my Username. An automated email will be sent to your email address, containing a link to reset your details (please check your ‘junk’ folder as the email may end up there).</p>

<p>Are there any limitations on the browser I use to access the Clinical Audit Platform?</p>	<p>Chrome, Firefox and Internet Explorer are compatible but minimum for Internet Explorer is IE8 on Windows 7 (IE8 on Windows XP is not compatible).</p>
<p>Where can I find the CSV specification, dataset and any other documents?</p>	<p>All supporting documents can be found from http://www.digital.nhs.uk/bowel. User Documents and Guidance is provided on the right of the web page.</p> <p>The Dataset spread sheet provides all the data items, which are mandatory and the data values. There is a separate tab within the spread sheet for each record type, which includes the CSV file specification.</p>
<p>How should I name my CSV files?</p>	<p>File names must be as follows but users are free to add an underscore followed by text for their own use, the system will read up to the underscore, e.g. patient_Trust_Name.csv:</p> <ul style="list-style-type: none"> • Patient_.csv • Tumour_.csv • Surgery_.csv • Pathology_.csv • Chemoradiotherapy_.csv <p>The user can add any identifying text after the underscore '_', however the file must start with the correct name and end in '.csv'. The prefix is not case sensitive.</p>
<p>Why is my CSV file upload being rejected because there are insufficient columns?</p>	<p>Opening a file in Excel when no values are contained in the last column can cause Excel to strip the final comma off the end of the row so this row is not counted.</p> <p>Typically the easiest way round this is to use Notepad to open the file and check that each row contains the right number of commas.</p> <p>You can add a header row in Excel which will force the right number of columns to be present; the system will reject the header data in the first row which is fine.</p>

<p>Do I have to wait overnight before the CSV files are processed?</p>	<p>No – it will be a matter of minutes before the data is uploaded and you can see what has been entered and if there are any warning or error messages. This applies to both the manual entry and CSV uploading. Just follow the on-screen instructions then view the messages confirming if the upload was successful or if any errors occurred.</p>
<p>Can I enter more than one type of record for each record type?</p>	<p>No, there can only be one type of record (tumour, surgery, pathology, chemoradiotherapy) per patient record.</p>
<p>Do I have to enter data in the order of the records or can they be entered in any order?</p>	<p>The patient record must be uploaded first, followed by the tumour record. After this, the records can be uploaded in any order. As illustrated on the Record Tree. Therefore, the diagnosing Trust should enter their details first and then the treating trust can upload their details.</p> 

<p>How do I delete a record?</p>	<p>There is a delete button on the Record Tree against all records created for that patient. You are able to delete all records created by your organisation. If you want to delete a record created by another organisation you will have to contact that organisation for them to delete it.</p> <p>The audit team cannot delete records on behalf of an organisation so please DO NOT SEND PATIENT DETAILS, NHS NUMBERS OR SCREEN SHOTS USING NON-SECURE EMAIL.</p>
<p>We use a 3rd Party system – do they align with the NBCA data collection system?</p>	<p>The audit works with Somerset Cancer Registry, Infoflex and Dendrite, to develop their systems to fit with the NBCA specification. For specific questions, please contact your 3rd party system supplier directly.</p>
<p>How can I add my hospital to the data collection system if it does not currently appear in the drop down list?</p>	<p>Please email bowelcancer@nhs.net providing the hospital code and name that needs to be added to the data collection system.</p>
<p>Can I enter data for a patient diagnosed in a previous year's audit on to the new data collection system?</p>	<p>If treatment outcomes are not known by the submission deadline, data can be submitted on an on-going basis. If the data is not submitted by the Annual Report deadline, it will still be included in subsequent extracts for surgeon level outcomes and future annual reports.</p>