

National Bowel Cancer Audit

Clinical Audit Platform

How to Register, Submit and View Reports

Information and technology
for better health and care

CAP: <https://clinicalaudit.hscic.gov.uk/nboca>

Email: bowelcancer@nhs.net

Web: <http://www.content.digital.nhs.uk/bowel>

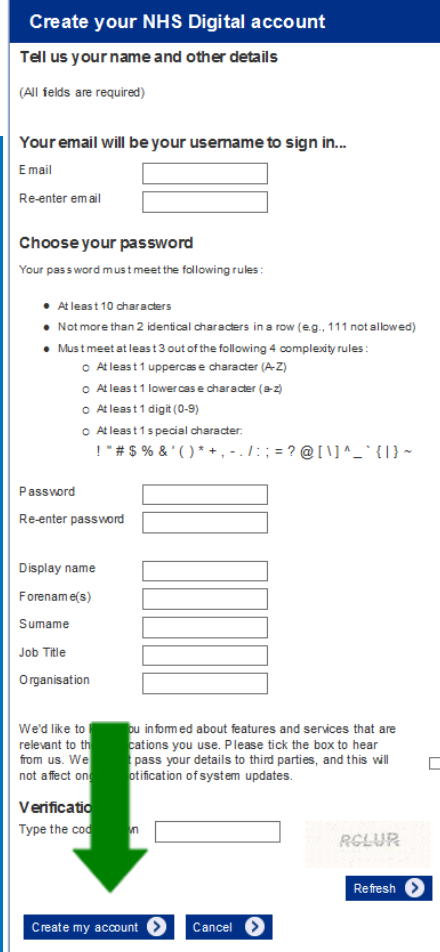
How to Register

- Create a Single Sign On (SSO) account from; <https://clinicalaudit.hscic.gov.uk>
- Select 'Sign In'
- Then select 'Register'

The screenshot displays the NHS Digital Clinical Audit Home page. At the top, the NHS Digital logo is visible. A green arrow points to the 'Sign In' button in the top right corner. Below the logo, a navigation bar includes links for 'Clinical Audit Home', 'NBOCA Home', 'Add/Search for Patient Record', 'Reporting', and 'File Submission Dashboard'. A 'Back' button is also present. A message states: 'To continue please Sign In using the link at the top of the page.' A 'Need help?' section provides contact information: 'For technical problem contact NHS Digital', '0300 303 5678', and 'enquiries@nhsdigital'. An inset box titled 'Sign in' contains fields for 'Username' and 'Password', a 'Sign in' button, and links for 'Forgotten details?' and 'Don't have an account?'. A green arrow points to the 'Register' button at the bottom of the inset box. At the very bottom of the inset box, it says 'Having trouble? Contact us on 0300 303 5678 or enquiries@nhsdigital.nhs.uk'.

How to Register

- Complete your details online.
- Then complete your details on the electronic registration form (available from www.content.digital.nhs.uk/bowel)



Create your NHS Digital account

Tell us your name and other details

(All fields are required)

Your email will be your username to sign in...

Email

Re-enter email

Choose your password

Your password must meet the following rules:

- At least 10 characters
- Not more than 2 identical characters in a row (e.g., 111 not allowed)
- Must meet at least 3 out of the following 4 complexity rules:
 - At least 1 uppercase character (A-Z)
 - At least 1 lowercase character (a-z)
 - At least 1 digit (0-9)
 - At least 1 special character:
! " # \$ % & ' () * + , - . / : ; = ? @ [\] ^ _ ` { | } ~

Password

Re-enter password

Display name

Forename(s)

Surname


Job Title

Organisation

We'd like to keep you informed about features and services that are relevant to the applications you use. Please tick the box to hear from us. We may pass your details to third parties, and this will not affect our notification of system updates. ☐

Verification

Type the code seen



How to Register

- Email the completed form to your Caldicott Guardian. Your Caldicott Guardian will need to approve your access to the NBOCA data collection system by completing their details on the form then emailing it to enquiries@nhsdigital.nhs.uk (NHS Digital Contact Centre).
- The Contact Centre will process the form and grant your SSO account access to the NBOCA Clinical Audit Platform. They will email you to confirm once this has been processed.
- You can now log into the Clinical Audit Platform from; <https://clinicalaudit.hscic.gov.uk/nboca> and enter your SSO details to log in.

File Upload

- From the home screen select 'File Submission Dashboard'



- Select 'Browse' to find the file on your computer
- Select 'Upload' once all files have been selected

A screenshot of a web form titled 'Upload a File'. The form contains a table with 12 rows, each with a 'Filename:' label and a 'Browse...' button. At the bottom of the form, there is an 'Upload' button with a right-pointing arrow.

File Upload

- Files are processed in a couple of minutes
- A message will appear once they are processed – select the ‘click here’ text to see if the upload was successful or if there are any warnings/errors.

File Submission Details

File Name: tumour_TEST_MAY.csv

File Type: tumour

No. Of Records: 0

✔ Successfully imported: 0

⚠ Successfully imported with warnings: 0

❌ Unsuccessful: 1

Download CSV

Show 10 entries

Search:

Row	NHS Number	Status	Notifications
1	8885886515	Record Import Unsuccessful - Errors Generated	<div>❌ No value has been entered for No Cancer Treatment Reason. This is a required field.</div> <div>⚠ PlannedCancerTreatmentTypes The value for 'Planned cancer treatment types' has been removed because the stated care plan intent was 'X' (no cancer treatment)</div>

014 14:35 View Job Details

patient_TEST.csv processed

3 of 3 records processed. Click here to view details

014 14:00 View Job Details

tumour_TEST_MAY.csv processed

1 of 1 records processed. Click here to view details

Browse

surgery_TEST_tbc.csv processed

1 of 1 records processed. Click here to view details

Browse

pathology_TEST.csv processed

3 of 3 records processed. Click here to view details

Browse

chemoradiotherapy_TEST.csv processed

3 of 3 records processed. Click here to view details

File Upload

- Remember:
- CSVs must use the following names;
 - Patient_.csv
 - Tumour_.csv
 - Surgery_.csv
 - Pathology_.csv
 - Chemoradiotherapy_.csv
- You can add any identifying text after the underscore '_'
 - e.g. Patient_HSCIC_Jan2013.csv
- Sample patient's tumour record in CSV file format;
 - 111111111,02/05/1940,AB123,31/07/2013,17,Y1,C18.5,11,02,C,06,99,TX,N0,M9,4

Manual Data Entry

- From the home screen select 'Add/Search for Patient Record'

A screenshot of the National Bowel Cancer Audit web application. The top navigation bar includes links for Clinical Audit Home, NBOCA Home, Add/Search for Patient Record, Reporting, and File Submission Dashboard. Below the navigation bar, there are buttons for Back and Home. The main content area is titled 'National Bowel Cancer Audit' and contains three links: Add / Search for Patient Record, File Submission Dashboard, and Reporting. On the right side, there is a 'Need help?' section with contact information: 'For technical problems and login queries, please contact the IC on: 0845 300 6016' and 'enquiries@hscic.gov.uk'.

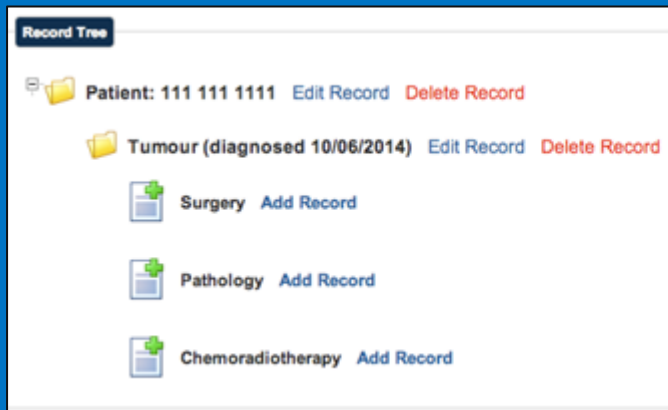
- Enter their NHS number and Date of Birth

A screenshot of the 'Add / Search for Patient Record' form. It contains two input fields: 'NHS Number:' and 'Date of Birth:'. The 'Date of Birth' field has a date picker icon. A 'Submit' button with a right arrow is located at the bottom right of the form.

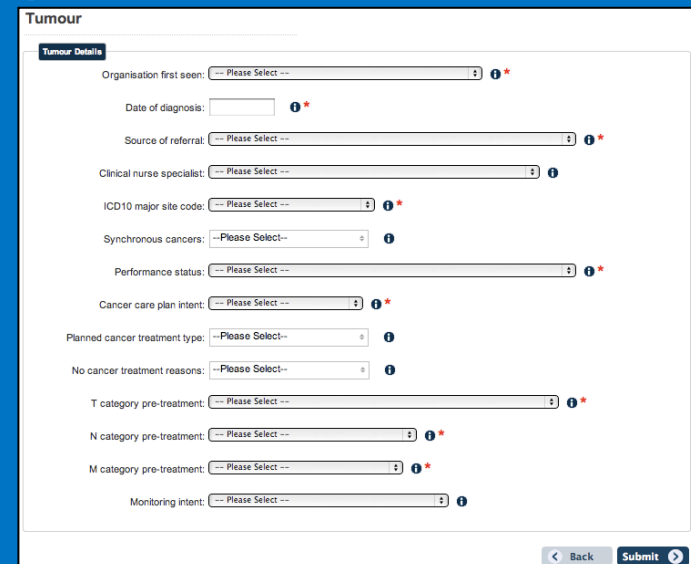
- You will be taken to the Patient Record page – enter data into each cell then select 'submit'

Manual Data Entry

- Select the record type from the Record Tree to manually complete each cell
- Continue until all data for the patient has been entered.



The Record Tree interface shows a patient record for 'Patient: 111 111 1111'. Below the patient name, there is a folder icon and the text 'Tumour (diagnosed 10/06/2014)'. Under this folder, there are three record types listed: 'Surgery', 'Pathology', and 'Chemoradiotherapy'. Each record type has an 'Add Record' button next to it. The 'Surgery' button is highlighted with a green plus icon.



The Tumour Details form is a web-based data entry interface. It contains several dropdown menus and text input fields for recording patient information. The fields are: 'Organisation first seen', 'Date of diagnosis', 'Source of referral', 'Clinical nurse specialist', 'ICD10 major site code', 'Synchronous cancers', 'Performance status', 'Cancer care plan intent', 'Planned cancer treatment type', 'No cancer treatment reasons', 'T category pre-treatment', 'N category pre-treatment', 'M category pre-treatment', and 'Monitoring intent'. Each field has a dropdown menu with 'Please Select' as the default option. Some fields have a red asterisk indicating they are required. At the bottom right, there are 'Back' and 'Submit' buttons.

How to View Reports

- Select 'Reporting' from the homepage
- Choose the report you would like to view
- The reports will be extracted into a csv file so you can use locally

National Bowel Cancer Audit

- > Add / Search for Patient Record
- > File Submission Dashboard
- > Reporting

Reporting

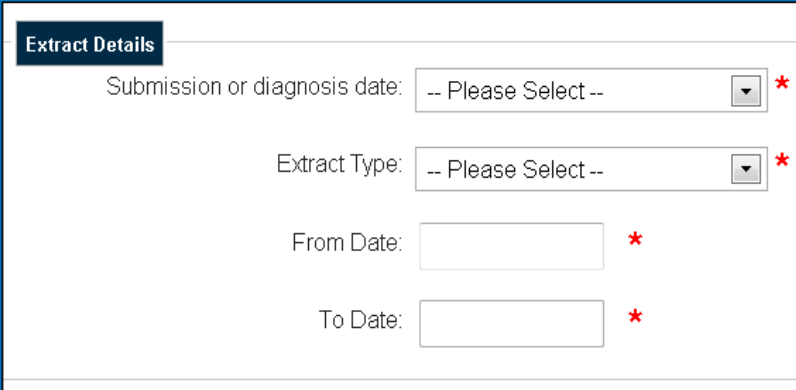
- > Data Manager Check
- > Extracts
- > First Diagnosing Trust Count
- > Missing Key Fields View
- > Case Ascertainment
- > Data Completeness View
- > Distribution View

Data Manager Check Report

- Trusts can check their Consultants' data prior to the Consultant Outcomes Publication
- Select 'Year of Diagnosis' - 'Submit' - 'Open'
- This will show all surgical cases treated at your Trust with the following data items used for risk adjustment;
- *Surgery provider organisation; Consultant code; NHS Number; Date of Birth; Sex; Surgery Date; Primary Procedure; ICD10 major site code; Source of Referral; T-stage; N-stage; M-stage; Surgical urgency mode of operation; ASA Grade*

Extracts

- View all the data submitted by your Trust
- Choose to view data based on when the records were submitted (Submission Date) or when the patients were diagnosed (Diagnosis Date)
- Choose which file type to extract (*patient, tumour, surgery, pathology, chemoradiotherapy*)
- Choose the date period



The screenshot shows a web form titled "Extract Details". It contains four fields, each with a red asterisk indicating it is required:

- "Submission or diagnosis date:" with a dropdown menu showing "-- Please Select --".
- "Extract Type:" with a dropdown menu showing "-- Please Select --".
- "From Date:" with a text input field.
- "To Date:" with a text input field.

First Diagnosing Trust Count

- Choose the date period
- This will export a count of all the patients (and subsequent records) diagnosed at your Trust

First Diagnosing Trust Count

Select dates

From Date: 01/04/2013 *

To Date: 30/06/2014 *

- For example;

Trust	Patient	Tumour	Surgery	Pathology	Chemotherapy
RR8	3	3	2	1	1

Missing Key Fields Report

- Allows users to view records that were created at their Trust or where patients were first seen or had surgery at their Trust
- The interactive grid returns rows of patients with a red cross where there is a data item missing or unknown. There is a link to the Record Tree for each patient.

Data Completeness Reports

- Percentages presented refer to % missing or not known responses for key data items

Reporting

> Missing Data Patient Tumour

> Missing Data Surgery Pathology

- For example;

Trust Name	Trust Code		
Variable	Value	National %	Trust %
Gender	0	13.33	0
CarePlantIntent	0	12	0
SourceOfReferral	0	1.33	0
ClinicalNurseSpecialistIndication	0	2.67	0
PerformanceStatus	0	6.67	0
NoCancerTreatmentReasonCode	0	12	0

Distribution Reports

- Shows Trust responses to key data items (Tumour and Surgery) against National distribution (Trust and National percentages will vary depending on the date range selected)

Tumour Distribution

.....

Select Dates

From Date: 01/04/2014 ⓘ *

To Date: 31/03/2015 ⓘ *

Submit ➤

Consultant Check Report

- Verify your data before the Consultant Outcomes Publication
- Only available to Consultants
- Select 'Year of Diagnosis' - 'Submit' - 'Open'
- This will show surgical cases submitted to the audit against your GMC code with the following data items;
- *Consultant Code; NHS Number; Date of Birth; Sex; Surgery Date; Primary Procedure*



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