



National Prescribing Service Limited

APOP e-DUE Audit Tool

Frequently Asked Questions

Completing data collection

How do I exit the APOP e-DUE Audit Tool?

You can exit by selecting 'File' menu then the 'Exit' option, or by clicking the cross in the top right corner. Some incomplete questions may affect evaluation of key measures in your summary report.

After exiting, you can resume your audit at any time. Data is saved once it has been entered and checked as being a valid response. Any invalid responses are identified at this time.

Any incomplete questions will be identified when you select the [Continue] button to move to the next section. You will be given the choice to move on without correcting/completing these questions or to revisit them. They will be presented again when you select the [Complete] button in the final section.

Can I exit without losing my data if I haven't completed a patient's data?

Yes, data is saved once it has been entered and checked as being a valid response. Some incomplete questions may affect evaluation of key measures in your summary report.

After exiting, incomplete patients can be identified in the Patient List as those without a status of 'completed' beside them. You can also identify which sections are still to be completed because the green tick (✓) in front of the section title will be missing.

To continue the data entry:

1. Select a patient whose data collection is incomplete from the Patient List. (Completed patients display with a 'completed' on the right beside their patient number details)
2. Click on the first section that needs to be completed. (Completed sections display with a green tick)
3. Continue the data entry.

Do I need to complete all patients in the audit at the same time?

No, you can complete data entry for audited patients over a number of sessions. You can complete some patients and leave others incomplete, if necessary. Note that some incomplete questions may affect evaluation of key measures in your summary report.

Incomplete patients can be identified in the Patient List as those without a status of 'completed' beside them. The incomplete sections can be identified by the absence of the green tick (✓) in front of the section title.

To continue the data entry:

1. Select a patient whose data collection is incomplete from the Patient List. (Completed patients display with a 'completed' on the right beside their patient number details)
2. Click on the first section that needs to be completed. (Completed sections display with a green tick)
3. Continue the data entry.

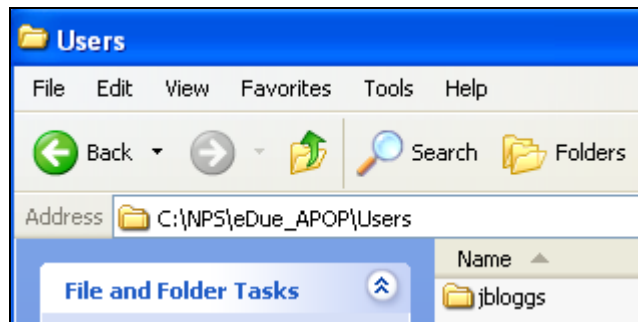
How long does it take to complete the data collection?

This is difficult to estimate the requirement because it is dependent on which sections are completed. However, based on the testing we found the following per patient:

- Reviewing the inpatient medical record to collect data - up to approximately 15-20 minutes;
- Interviewing the patient should take only a few minutes but longer if formal consent is required;
- Entering the data into the APOP e-DUE Audit Tool - approximately 5 minutes.

Can multiple people enter data?

Yes and no. The tool is designed to create a directory structure on the local drive. Files are created in a Users folder - linked to the Windows login on the PC (in this case J Bloggs).



So,

- if multiple users access the same PC with the same login, multiple users can enter data and view all data entered;
- if multiple users access the same PC with different logins, they will only see the data they have entered;
- if multiple users access different PCs with the same login, they will only see the data entered on that PC

Can I move the data from one PC to another?

Yes, the following procedure needs to be performed to copy the application and data from one PC to another:

1. Take a copy of the C:\NPS\eDUE_APOP from the original PC
2. Install the APOP e-DUE on the second PC.
3. Copy the C:\NPS\eDUE_APOP from the original PC onto the second PC. (This will replace the one created when the application was installed)

Changing Patient Number and Audit Details

Can I edit a patient's number?

Yes, by selecting the patient in the Patient List and using the [Edit ID] button at the top of the Patient List. The 'Edit ID' window will display the existing details in the fields. Simply change the required field.

Can I delete a patient?

Yes, by selecting the patient in the Patient List and using the [Delete Patient] button at the top of the Patient List. This will, obviously, delete all their data as well.

If the patient number was incorrect, this can simply be edited, using the [Edit ID] button.

If the audit was incorrect, this can also be edited, using the [Edit ID] button.

Can I change the audit for a patient?

Yes, by selecting the patient in the Patient List and using the [Edit ID] button at the top of the Patient List, then selecting the required option in the Data Collection field.

Changing Patient Data

Can I change data after it is entered?

You can change data at any time.

1. Select a patient whose data collection needs to be edited - from the Patient List.
2. Click on the relevant section that needs to be edited.
3. Change the data. Data is saved once it has been entered and checked as being a valid response.

Can I use the tool more than once?

Yes, this tool has been designed so that it can be used for multiple audits over a period of time. However, only the data for one audit cycle (Audit 1 and Audit 2) can be retained within the application.

There are a number of options:

- Delete all the data and collect data for a new audit cycle. A 'Remove All Data' option has been included under 'File' menu to make this easy.
- Delete Audit 1 data; rename Audit 2 data to Audit 1, and collect data for a new Audit 2

If you wish to compare data from different audits, you should save before deleting the old data. You can save both the export file (which will have all of the data collection for the audits) and the summary report (which will report only the identified measures).

General

Are there any costs associated with the software?

No, this e-DUE Audit Tool is one of the education and quality assurance activities provided free of charge by National Prescribing Service Limited (NPS) to hospitals who register their details on the relevant NPS website.

http://nps.org.au/health_professionals/drug_use_evaluation/due_programs/due_kit_for_hospitals/apop

What are the minimum system requirements?

This product has been designed to function as a standalone application on a PC with the following minimum specifications:

- an operating system of Windows 2000 or above
- 20Mb of hard disk space
- 256Mb RAM

It has not been designed for use, nor tested, on Apple Mackintosh PCs.

Do I need to get IT to install the software?

Maybe. The executable file includes step-by-step instructions for installation. However, the program installs on a PC's local drive and creates a folder named NPS\eDUE_APOP. During use of the program, files are created within this folder.

IT may need to be involved to provide the logged in user:

1. with administration rights to the local drive to install the software
2. with read-write access to the relevant folder that is created to store the application and relevant files, to commence using the program.

Do I need any other software to use the APOP e-DUE Audit Tool?

This is a .NET product so it needs MS .Net Framework 2.0 to be installed. This software is included with the installer for this application.

Although the software has been designed as a standalone application, part of the functionality is the ability to export data for further analysis. This requires the PC to have MS Excel™.

Have there been conflicts with any other software?

No, this is a standalone application that does not interfere with pre-installed software. When the application is installed, it creates a folder on the local drive C:\NPS\eDUE_APOP into which the executable file, associated files and data are saved.

Is access to the internet required to use the APOP e-Due?

No, the APOP e-Due does not send any information over the internet and does not need an internet connection to run.

Can I install the e-DUE Audit Tool onto a network?

No, this program has been designed to install all required files and created data files into a \Users folder on the local drive C:\NPS\eDUE_APOP. This folder (including the executable) could be copied to the network as part of a back up routine so that data is backed up.

How secure is the data?

Since the APOP e-DUE is installed locally, NPS recommends that it be installed on a password-protected computer. The audit data is stored in plain text format, so anyone with access to the PC can read the patient information.

We also recommend that you have regard to the privacy legislation that applies to your facility when collecting, using and disclosing this information.

Further, we have deliberately chosen to use a patient number as the patient identifier so that patient names cannot be entered within the e-Tool.

Should I back up the data?

Yes, as anything stored on the local drive can easily be lost should something happen to the hard drive. You can back up the data and application by copying the C:\NPS\eDUE_APOP folder to a location on your network so that it is included in the network backup routine. Should something happen to the PC, the folder contents could be copied to a new PC.