

+Audits of Surgical Mortality ONLINE USER GUIDE



ROYAL AUSTRALASIAN
COLLEGE OF SURGEONS



The screenshot shows a web browser window with the URL asm.surgeons.org. The page features the logos of the Royal Australasian College of Surgeons and The Royal Australian and New Zealand College of Obstetricians and Gynaecologists. The main heading is "BI-NATIONAL AUDITS OF SURGICAL MORTALITY". Below this, there are two login options: "Login with RACS credentials" and "Login with ANZASM credentials below". The ANZASM login form includes a username field with "Test-CHASM", a password field with "*****", and a "Login" button. There are also links for "Reset my password" and "Help". At the bottom, a disclaimer states: "By submitting this form to the Mortality Audit, I agree that the Australian and New Zealand Audit of Surgical Mortality (ANZASM) may inform the Professional Standards Department of my involvement with the surgical mortality audit, to confirm my compliance with Continuing Professional Developments (CPD) requirements." The footer contains logos for the Government of Western Australia, Tasmanian Government, ACT Government, Northern Territory Government, Victoria State Government, Queensland Government, Government of South Australia, NSW Government, and the Clinical Excellence Commission.



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1 Logging on to the Fellows' Interface:

Directly:

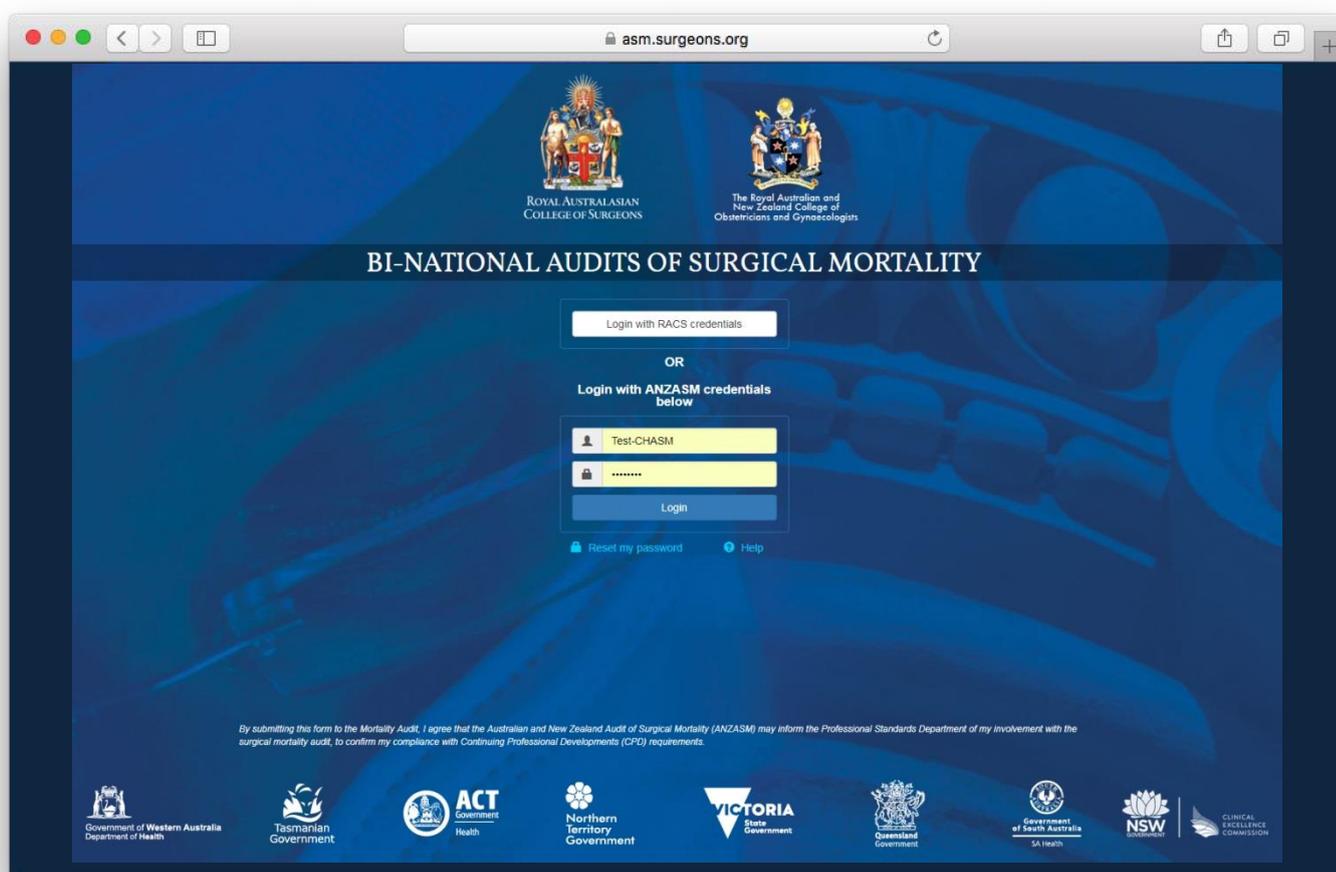
- Go to <https://anzasm.surgeons.org/>
- Enter your username and password provided by the audit office in the 'ANZASM credentials' section.
- Alternatively you can click on the 'login with RACS credentials' button to use your RACS username (email) and password provided by the College.

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 will show the following:

- Self-notify
- Surgical Cases
- Delegated Cases
- Assessments
- Reports
- History
- Account

Home Help ▾

CHASM
Collaborating Hospitals'
Audit of Surgical Mortality

Assigned Cases and Assessments

Self Notify Surgical Cases **2** Delegated Cases Assessments **1** Reports History Account

Surgical Cases You Have Delegated

Status ▾	Study No. ▾	Delegated To ▾	Patient Name ▾	URN ▾
You have no delegated surgical cases				

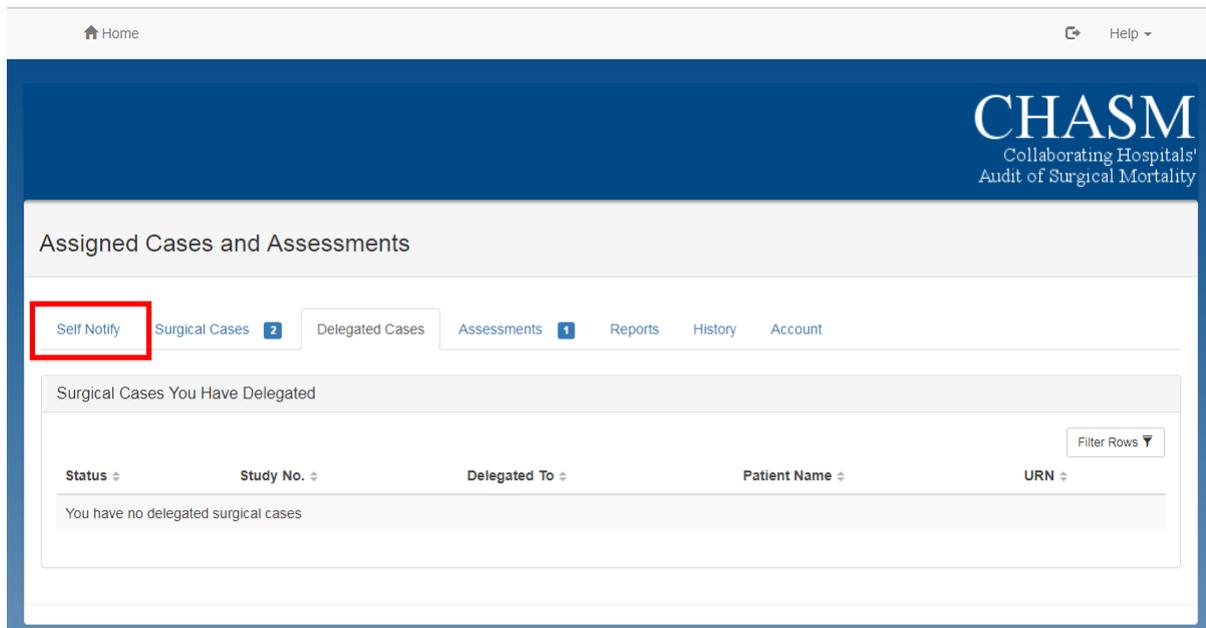
Filter Rows ▾

3. Self-notify an audit case:

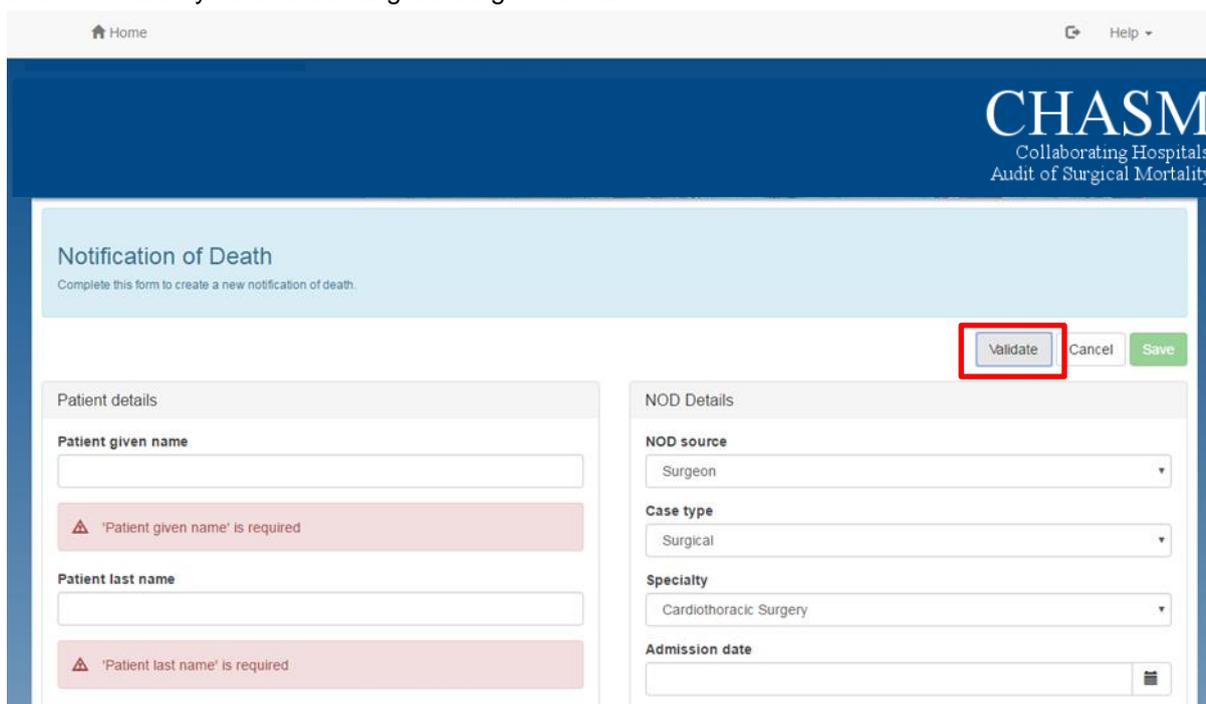
The Fellows' Interface has been enhanced to enable users to generate their own notifications of death. From this notification of death, the interface will create a new case with a unique study ID and enable the user to seamlessly complete and submit the surgical case form online. The case can also be 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.

- 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.

- Alternatively, if the user selects **Save and close** the case will appear on the interface summary page.

The screenshot shows a web interface titled "Assigned Cases and Assessments". At the top, there are navigation tabs: "Self Notify", "Surgical Cases" (with a blue badge containing the number "1"), "Delegated Cases", "Assessments" (with a blue badge containing the number "1"), "Reports", "History", and "Account". Below the tabs is a section titled "Your Pending Surgical Cases". It features a table with columns: "Status", "Study No.", "Case Specialty", "Patient Name", and "URN". A "Filter Rows" dropdown is located on the right side of the table. The table contains one row with the following data: Status: "Surgical Case Pending" (with a blue "New" badge), Study No.: "50634", Case Specialty: "General Surgery", Patient Name: "Doe, Jane", and URN: "12345". At the bottom right of the table, there are pagination controls with buttons for "10", "25", "50", and "100".

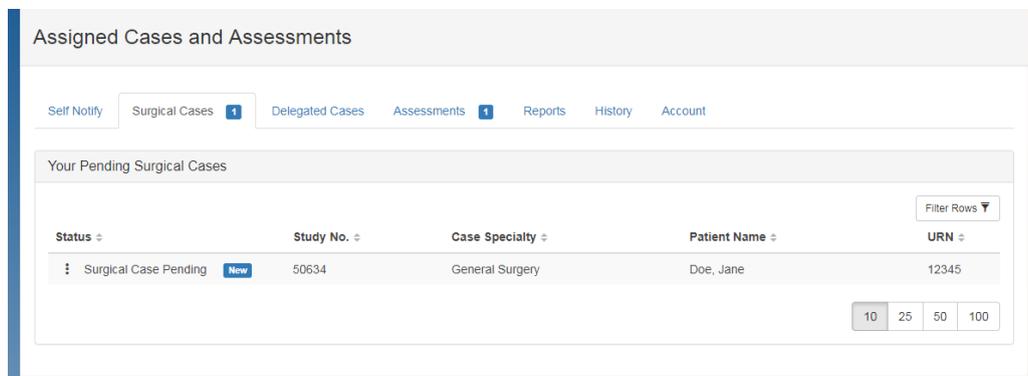
- Once the user has populated all the incomplete fields, the **Submit** button will become enabled, which indicates that the surgical case form is **ready for submission** to the audit office.

The screenshot shows the "Surgical Case Form" summary page. At the top, there is a navigation bar with links: "Home", "Inclusion criteria", "Admission details", "Operative details", "Patient management", "Trauma", "Additional comments", and "Help". The CHASM logo is displayed in the top right corner, with the tagline "Collaborating Hospitals' Audit of Surgical Mortality". The main content area is a light yellow box containing the following information: "Surgical Case Form", "Study Number 45758", "Specialty: General Surgery", "Hospital: Test hospital", "Patient Ur No.: 12345", "Gender: Female", "Age: 116", "Patient DOB: 01/01/1901", "Date of Death: 30/01/2017", and "Admission Date: 01/01/2017". Below this information, there are four buttons: "Actions" (with a dropdown arrow), "Validate", "Save", and "Submit". The "Submit" button is highlighted with a red rectangular box. At the bottom of the form, there are two expandable sections: "Inclusion criteria" and "Admission details", each with a right-pointing arrow.

4. Surgical Case Forms (SCFs):

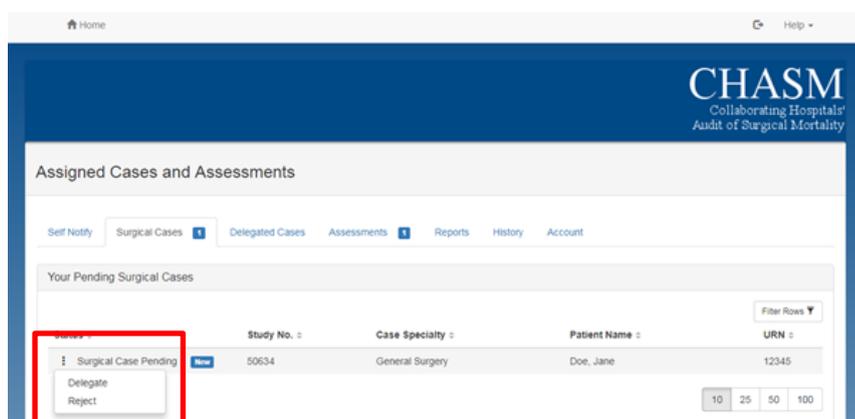
How to view/complete a surgical case form?

- Click on the case you want to view or edit.



How to reject a Surgical Case Form (if the assigned patient is not yours)?

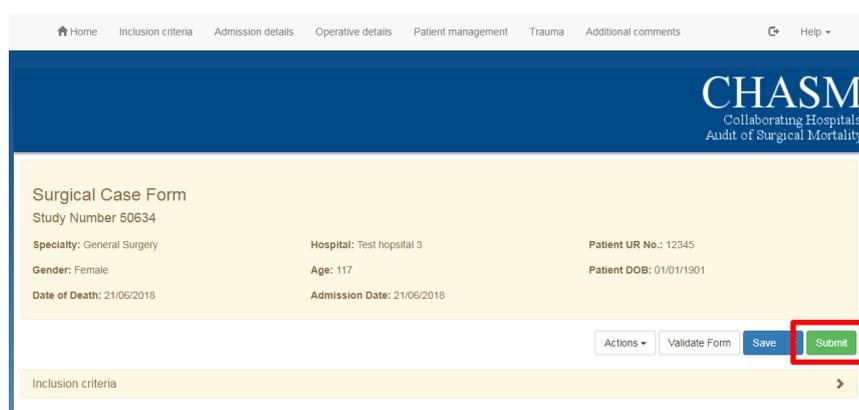
- Click on the menu icon (: for the case you want to reject.
- Select **Reject** (see below).
- State your reasons for rejecting the case.



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)

The screenshot shows the CHASM Surgical Case Form interface. The top navigation bar includes Home, Inclusion criteria, Admission details, Operative details, Patient management, Trauma, Additional comments, and Help. The main content area is titled 'Surgical Case Form' and displays patient information: Study Number 50634, Specialty: General Surgery, Hospital: Test hospital 3, Patient UR No.: 12345, Gender: Female, Age: 117, Patient DOB: 01/01/1901, Date of Death: 21/06/2018, and Admission Date: 21/06/2018. Below this is the 'Inclusion criteria' section with a question 'Was terminal care planned for this patient prior to or on admission?' and radio buttons for 'Yes' and 'No'. A text input field for 'Name of any other Surgeon(s) involved in this patient's care:' is also present. At the bottom, there are expandable sections for 'Admission details', 'Operative details', and 'Patient management'. A green success message 'Your case was saved successfully.' is displayed at the bottom of the form, highlighted with a red box. The 'Save' button in the top right corner is also highlighted with a red box.

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.

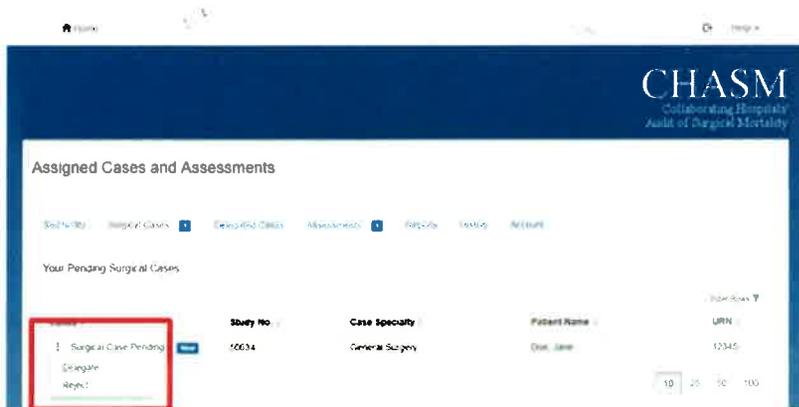
The screenshot shows the CHASM 'Assigned Cases and Assessments' interface. The top navigation bar includes Home and Help. The main content area is titled 'Assigned Cases and Assessments' and features several tabs: Self Notify, Surgical Cases (1), Delegated Cases, Assessments (1), Reports, History (highlighted with a red box), and Account. Below the tabs is a section titled 'Your Submitted Cases' with a 'Filter Rows' dropdown. The table below lists three submitted cases:

Study No.	Case Specialty	Patient Name	URN	Date of Birth	Date of Death	Gender	Hospital	Date Submitted
50621	General Surgery	test, multi	2142165	8 Jun 2018	8 Jun 2018	Male	Albury Hospital	
50592	General Surgery	te, te	te	7 Aug 1941	24 May 2018	Male	Albury Hospital	
50591	General Surgery	ter, te	et	24 May 2018	24 May 2018	Male	Albury Hospital	21 Jun 2018

6. Delegate a surgical case form:

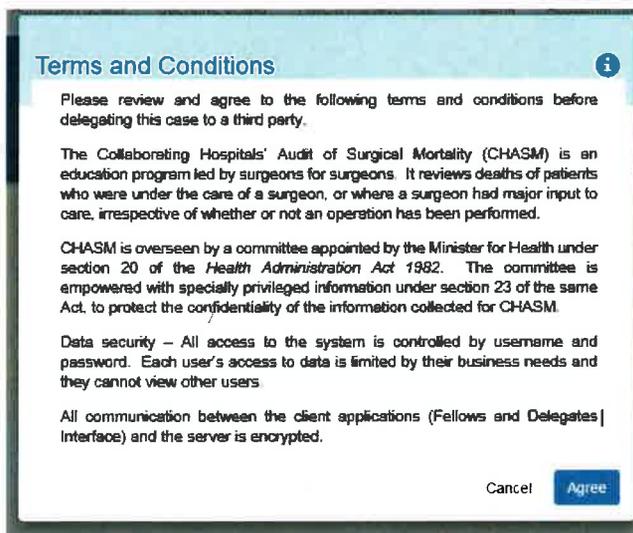
The Fellows' Interface has been enhanced to enable Consultants to delegate their own surgical case forms to a registrar or trainee for completion. Once the delegate (registrar) has completed the SCF it will be returned to you online for review before you submit to the audit office.

- 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.

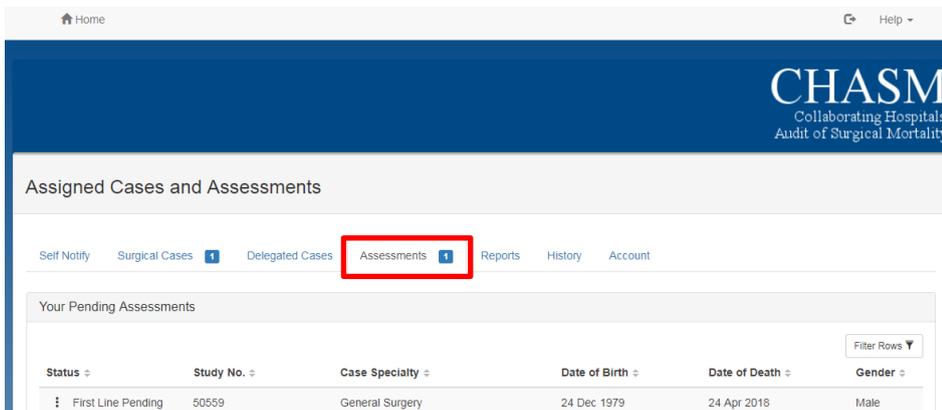
- When the delegate returns the SCF to you, the status will change to green “**Delegate Case Complete**”.
- Click the case to open it and review the SCF details. If you are happy with the details of the case click the **Submit** button. You can edit any fields that you choose to.
- You will be prompted 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?

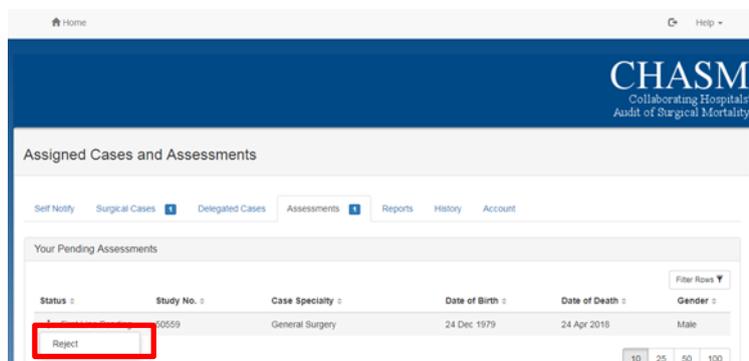
Note: First-line Assessment cannot be delegated to a 3rd party for completion.

On the **Assessments** tab, click on the case you want to view or edit (see below).



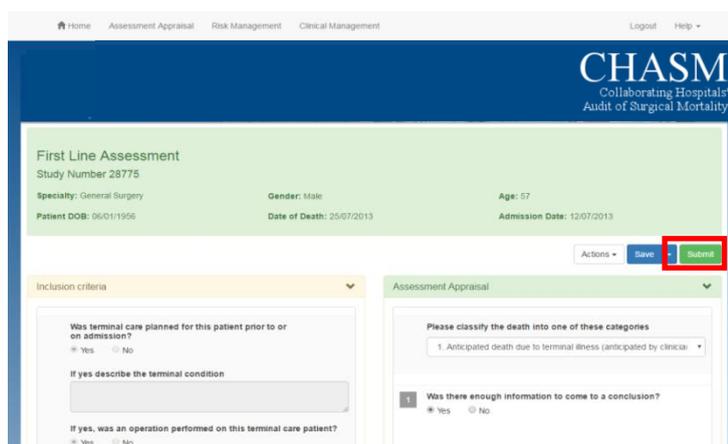
How to reject a First-line Assessment?

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



How to submit a First-line Assessment?

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



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)

The screenshot shows the CHASM (Collaborating Hospitals' Audit of Surgical Mortality) interface. At the top, there is a navigation bar with 'Home', 'Assessment Appraisal', 'Risk Management', and 'Clinical Management'. The main header displays the CHASM logo and the text 'Collaborating Hospitals' Audit of Surgical Mortality'. Below this, the 'First Line Assessment' section is visible, containing patient details: Study Number 28775, Specialty: General Surgery, Gender: Male, Age: 57, Patient DOB: 06/01/1956, Date of Death: 25/07/2013, and Admission Date: 12/07/2013. An 'Actions' menu is located below the patient details, with the 'Save' button highlighted by a red box. The main content area is divided into two columns: 'Inclusion criteria' on the left and 'Assessment Appraisal' on the right. The 'Assessment Appraisal' section contains several questions with radio button options. A green notification box at the bottom center of the form states 'Your assessment was saved successfully.' with a close button (X).

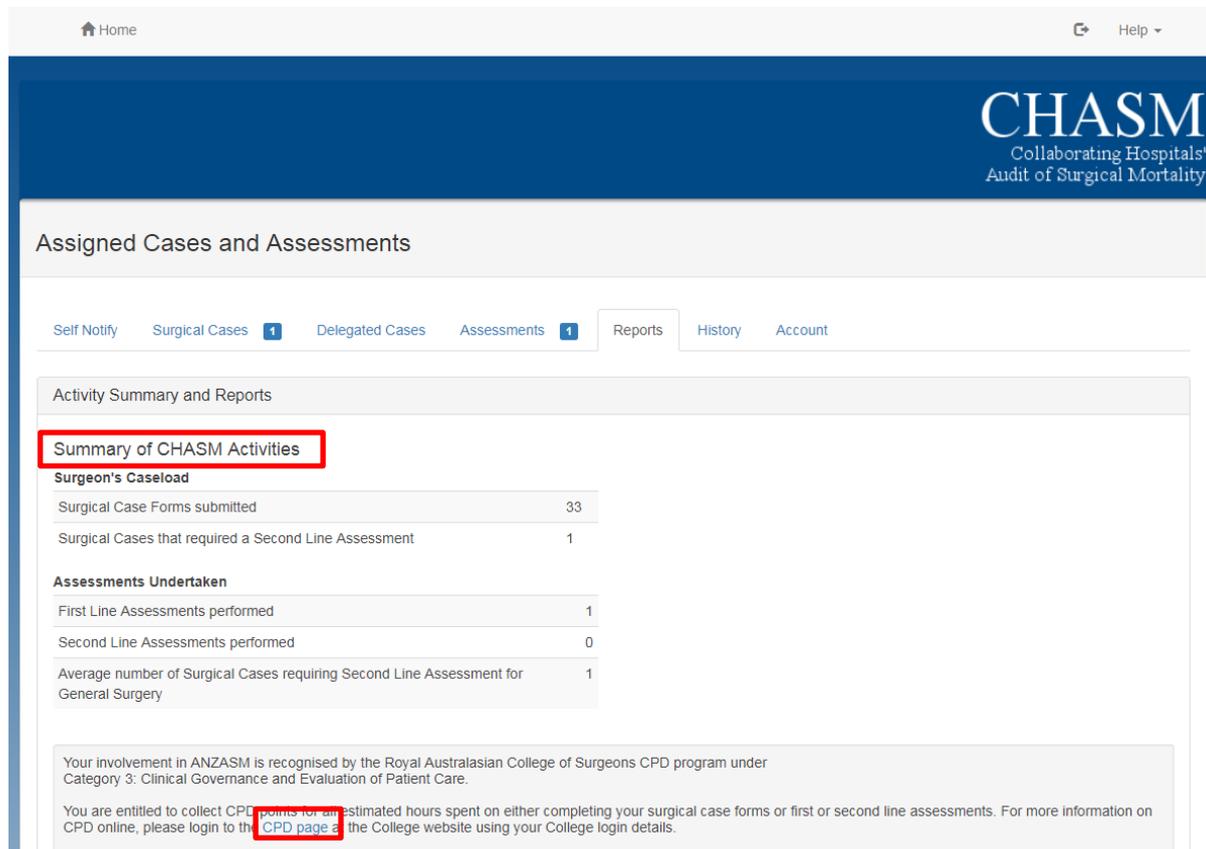
- Once you have been allocated a First-line Assessment and attempted to view/edit the case you will note that you have access to the relevant Surgical Case Form via the “**Surgical Case**” tab (illustrated below) which appears on the left hand side of the screen. The “**First-line Assessment**” tab to complete the FLA appears on the right hand side of the screen.

This screenshot is identical to the one above, showing the CHASM interface for a First Line Assessment. It highlights the 'Save' button in the 'Actions' menu and the 'Your assessment was saved successfully.' notification at the bottom of the form.

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).



The screenshot displays the CHASM (Collaborating Hospitals' Audit of Surgical Mortality) web interface. The page title is 'Assigned Cases and Assessments'. A navigation bar includes 'Self Notify', 'Surgical Cases' (with a count of 1), 'Delegated Cases', 'Assessments' (with a count of 1), 'Reports', 'History', and 'Account'. The main content area is titled 'Activity Summary and Reports' and features a red-bordered box around the 'Summary of CHASM Activities' section. This section is divided into two parts: 'Surgeon's Caseload' and 'Assessments Undertaken'. The 'Surgeon's Caseload' table shows 33 Surgical Case Forms submitted and 1 Surgical Case requiring a Second Line Assessment. The 'Assessments Undertaken' table shows 1 First Line Assessment performed and 0 Second Line Assessments performed. Below the tables, there is a note about CPD points recognition by the Royal Australasian College of Surgeons and a link to a CPD page.

Surgeon's Caseload	
Surgical Case Forms submitted	33
Surgical Cases that required a Second Line Assessment	1

Assessments Undertaken	
First Line Assessments performed	1
Second Line Assessments performed	0
Average number of Surgical Cases requiring Second Line Assessment for General Surgery	1

Your involvement in ANZASM is recognised by the Royal Australasian College of Surgeons CPD program under Category 3: Clinical Governance and Evaluation of Patient Care.

You are entitled to collect CPD points for an estimated hours spent on either completing your surgical case forms or first or second line assessments. For more information on CPD online, please login to the [CPD page](#) on the College website using your College login details.



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